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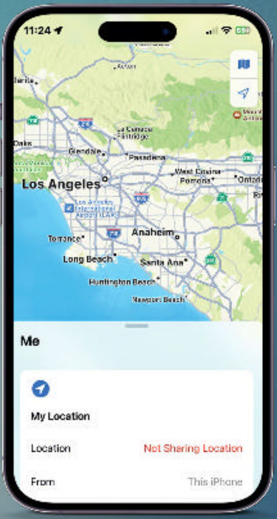
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Los Angeles
Anaheim
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Me
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100 MAC & iOS SETTINGS

YOU NEED TO TURN ON NOW!

10 BEST WATCH SECRETS

Hidden functions you have to know!

SET UP FAMILY SHARING

Connect your household in one Apple eco-system

SOUPS OF THE WORLD
TOM YUM
Wednesday, September 7
9:41

+

MAKE AIRDROP MORE SECURE

NEW HOMEPOD & MAC MINI REVEALED

CREATE A MAC LOGIN SOUND

CREATE VENTURA APP SHORTCUTS

Access key Mac features more quickly

FUTURE
ISSUE 248

ENHANCE YOUR VOICE MEMOS

How to record anything on your iPhone

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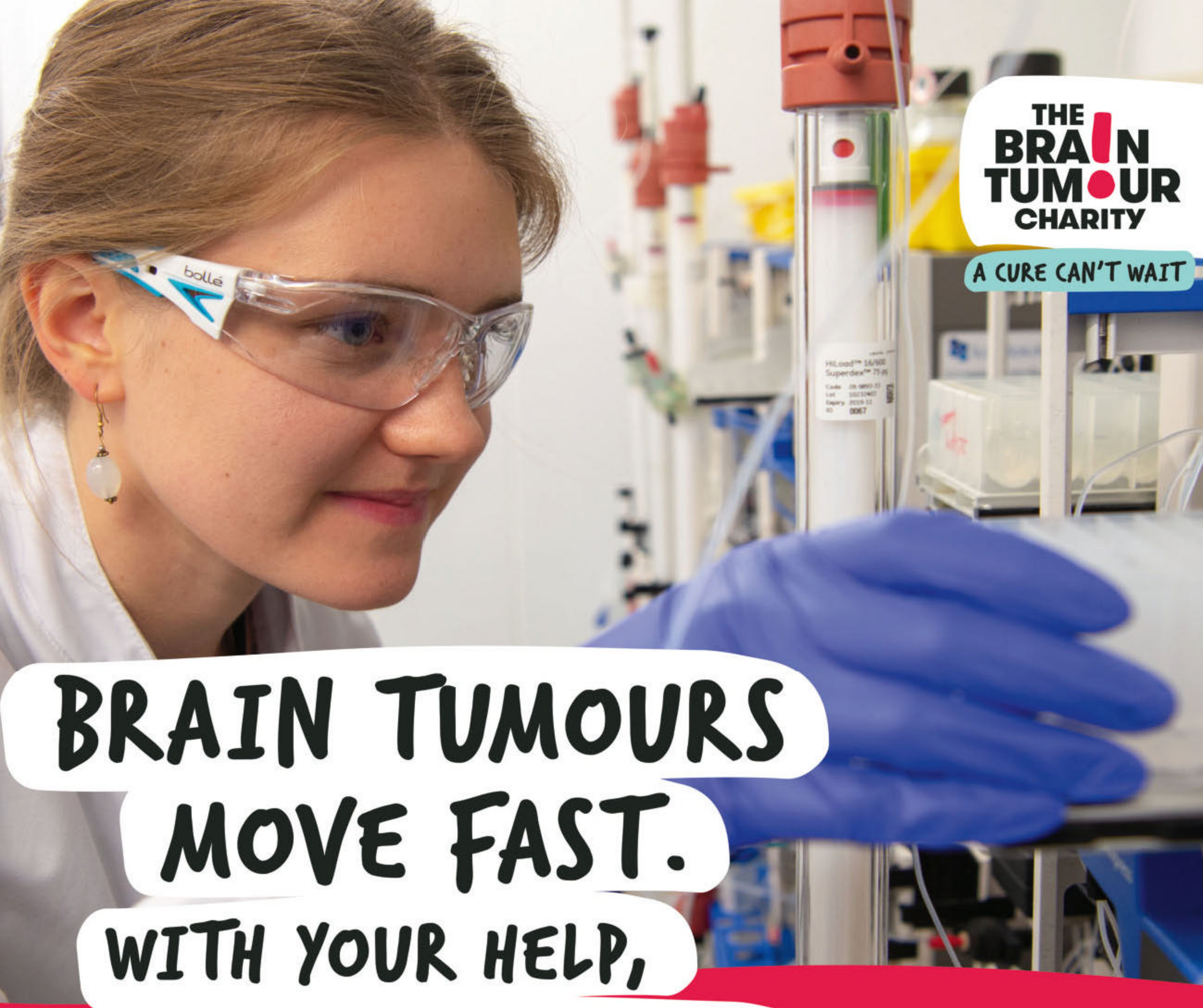

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Welcome

iCreate 248

"We're confident that you'll discover Mac & iOS settings that you didn't know existed"

The best of macOS and iOS isn't necessarily what you see following the customary "Hello" message screen after updating your system software or starting up a fresh, new device for the first time. What you're presented with is a picture, a snapshot of Ventura or iOS 16 in its rawest form – which is fine, and many Apple users are content to carry on using their devices with the settings stuck rigidly in their default positions. But fortune favours the curious, and a quick visit to the System Settings/Settings apps can transform the way you use your device – what you see, how it responds to touch and your voice, and how it connects to all of your other devices through Apple's eco-system.

Starting on page 14, we have compiled 100 Mac and iOS settings that you need to turn on now in order to, in our opinion, get the most out of your Apple devices and maximise their true potential. We're confident that you'll discover settings you didn't know existed and, certainly in the case of macOS, get re-acquainted with key settings that you may have lost track of after the great Ventura System Settings reboot of 2022. We hope you enjoy those, and the issue as a whole.

Ryan Butt Editor

Meet the experts

David Crookes

This month our iOS expert will show you how to make AirDrop more secure, how to turn off precise location tracking, and how to have fun talking to an AI chatbot on your iPhone.

Shaun McGill

Have you got a household full of Apple users? Then our tech expert will get you started with Family Sharing to link everyone together in one, easy-to-manage eco-system.

George Cairns

Our creative genius shows you how to make your iPhone photos stand out from the crowd, edit on the go with iOS iMovie, and apply lens flare to your Final Cut Pro projects.

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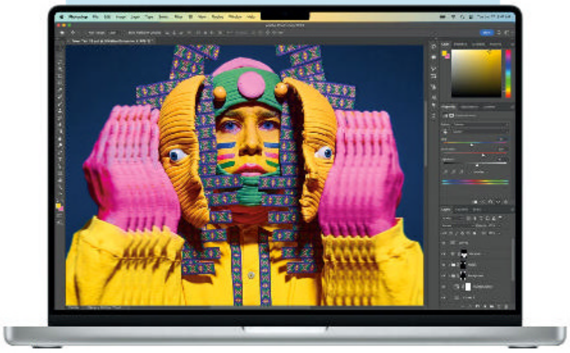

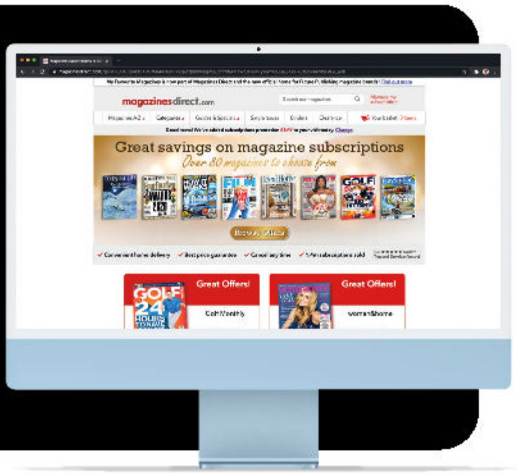

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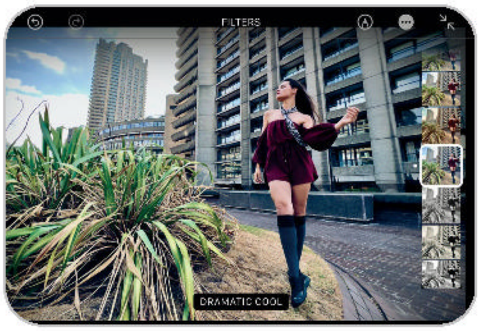
iCreate tutorials

Creative projects and guides for getting more from your Apple devices



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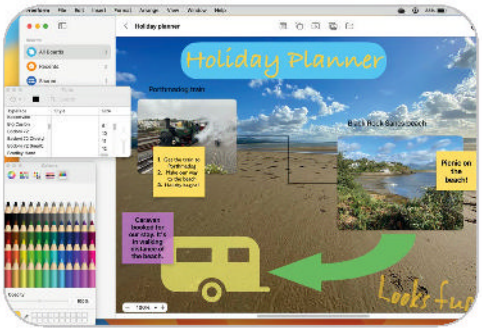

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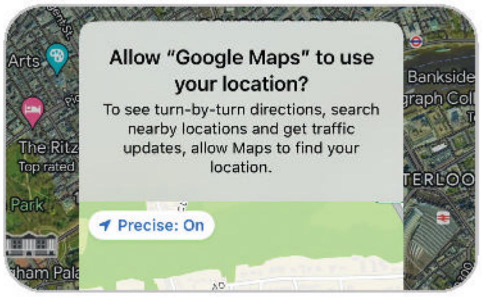

Allow “Google Maps” to use your location?

To see turn-by-turn directions, search nearby locations and get traffic updates, allow Maps to find your location.

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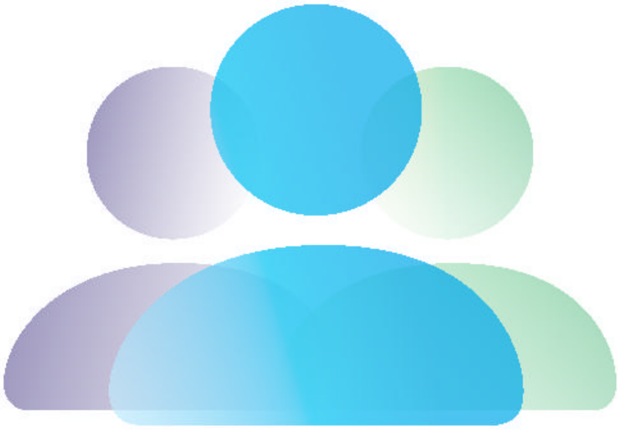

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BUILD YOUR Apple family

How to connect your household in one handy Apple eco-system with Family Sharing

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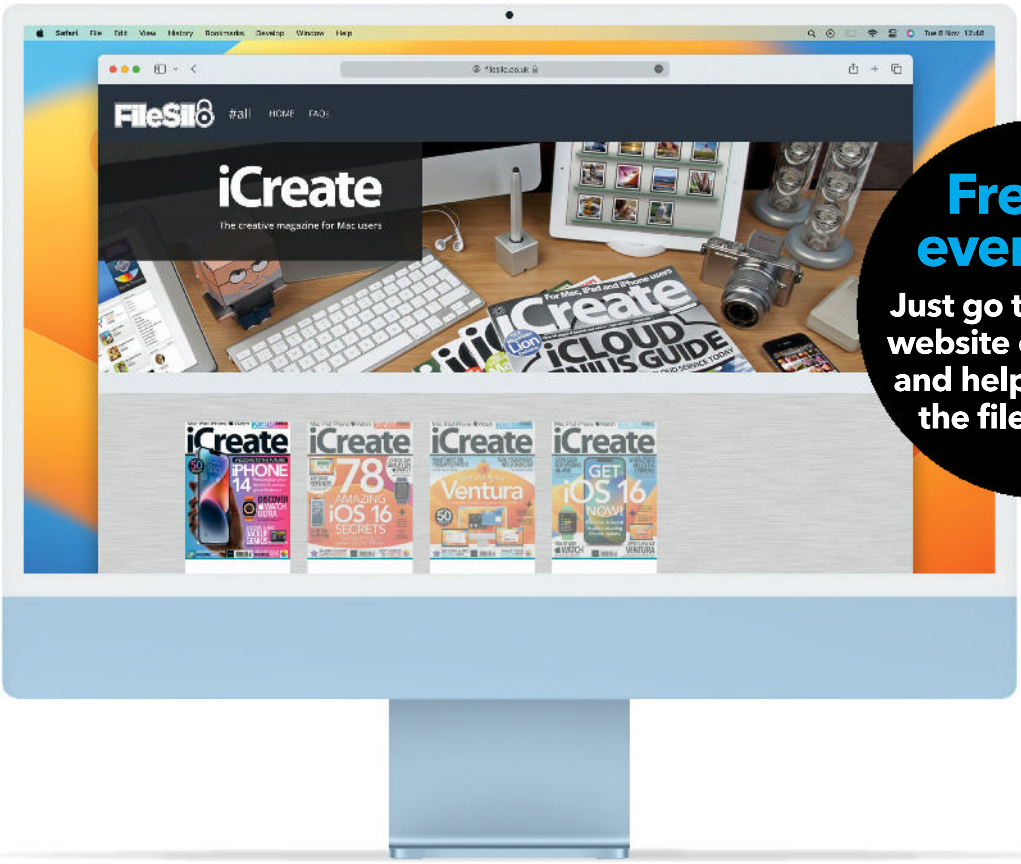
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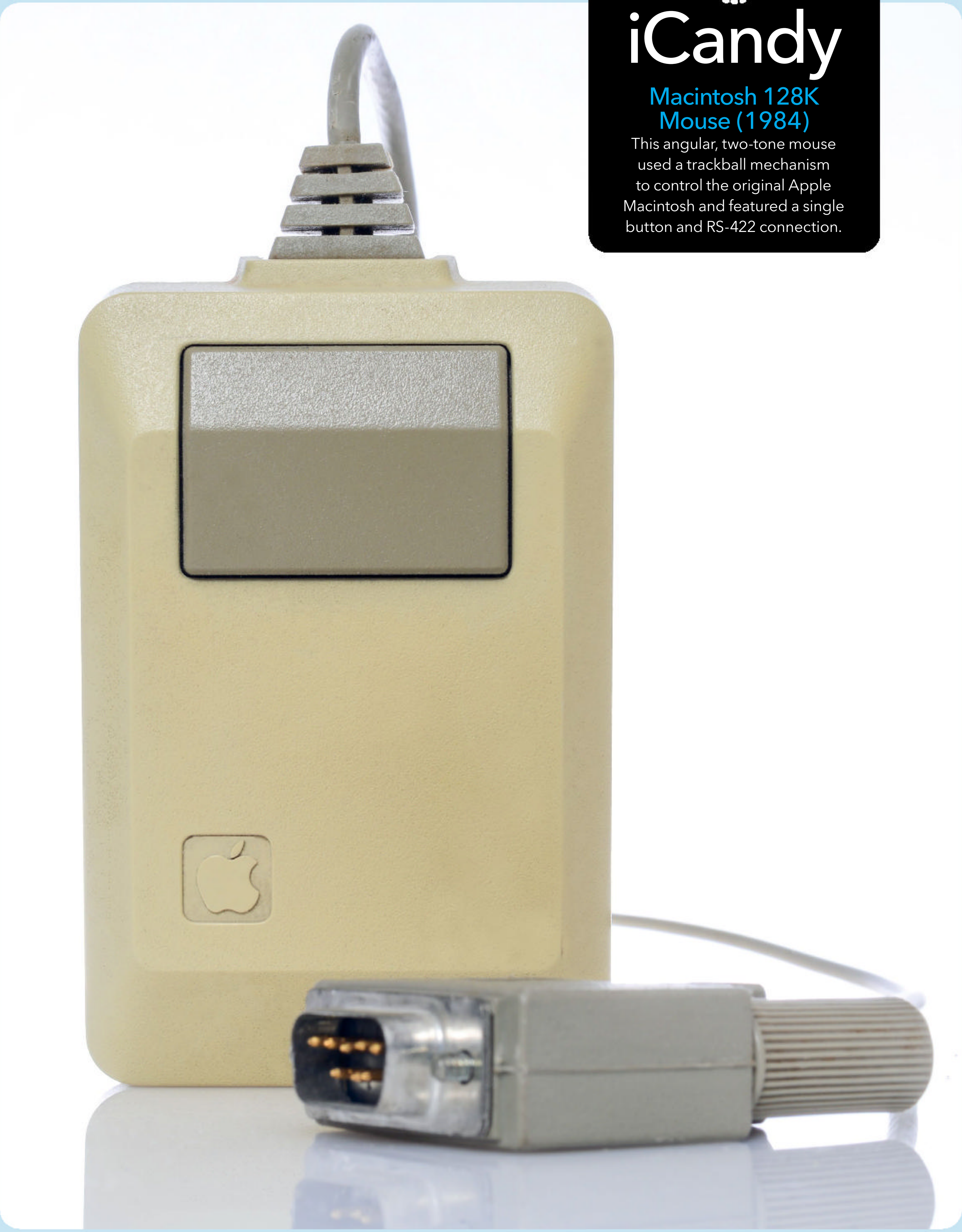


iCandy

Macintosh 128K Mouse (1984)

This angular, two-tone mouse used a trackball mechanism to control the original Apple Macintosh and featured a single button and RS-422 connection.

The big story

The new HomePod 2 is built for Dolby Atmos

Apple's surprise speaker has Spatial Audio support and expanded smart home features

APPLE HAS FINALLY UNVEILED THE HOMEPOD 2, ITS NEXT-GENERATION WIRELESS SPEAKER THAT ARRIVED WITH SURPRISINGLY LITTLE FANFARE LAST MONTH.

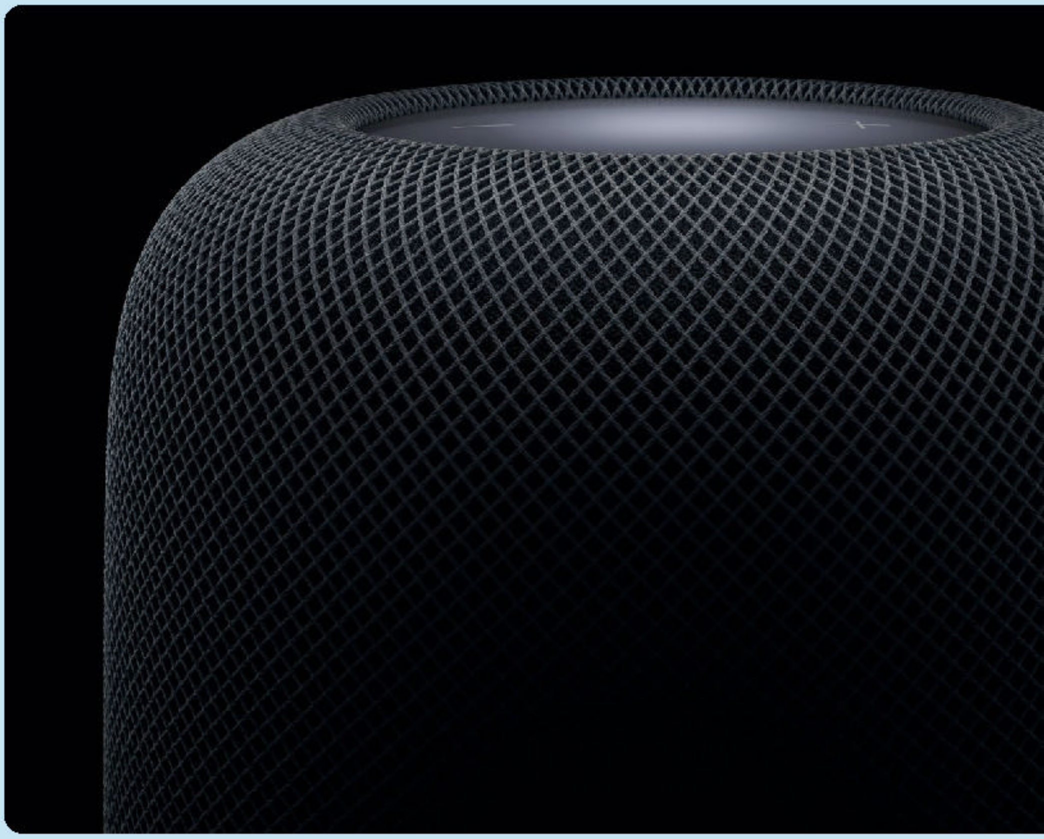
HomePod 2 features a very similar design to the first Apple HomePod from 2018, but with a redesigned speaker system that's even more geared towards Dolby Atmos and Spatial Audio, and it is available to buy now for £299/$299.

A smaller speaker array

Also like the original, it features a high-excursion woofer for deeper bass, and an array of tweeters around its circular body – though this time there are five tweeters instead of seven in the original, and they're now upwardly angled, which are likely to help with the immersion of Dolby Atmos tracks.

It features both room-sensing and system-sensing to optimise audio as it's playing, which is a slight development over the original, which included room sensing – it's hard to say how much difference the 'system sensor' makes, although Apple says that it "runs complex tuning models in real time to preserve dynamic range and maximise acoustic performance".

Like the original (there's a theme developing here), it's designed to work completely with the Apple ecosystem, which is fine if everyone in your household owns an Apple device, but slightly frustrating if not. The only ways to play audio are through the Siri voice assistant, or the Apple AirPlay 2 system via Wi-Fi.



There's no Bluetooth, no Chromecast, no Spotify Connect, and no aux-in. The only way to send audio to the speaker is from Apple devices, so if anyone in your house doesn't have one, you'll have to decide if you're okay with excluding them from being able to use the speaker in the same way that others can. It *does* support Bluetooth for smart home purposes though, and it also supports the Thread and Matter smart home systems – so it acts as a smart home hub for HomeKit and Matter accessories.

The HomePod 2 works as part of AirPlay multi-room systems, naturally, and you can use one HomePod on its own, or two in a pair. It is also geared up for Dolby Atmos music support from Apple Music, including Spatial Audio, and will bounce sounds off your walls to try to create the feeling of the music being separated into different angles, elements and layers.

And these Dolby Atmos skills will come in useful if you own an Apple TV, because you can use two new HomePods as an alternative to one of the best soundbars – the Apple TV can send all of its sound to the HomePod, including Dolby Atmos 3D audio (and other audio from your TV, if you have the Apple TV 4K 2022). The

Kitchen HomePod
Playing
Transfer to iPhone
HEARTFIRST
Kelsea Ballerini

The HomePod (2nd generation) uses the S7 chip, combined with software and system-sensing technology to offer even more advanced computational audio…

• Image credits: Apple Inc

HomePod 2 also supports lossless audio from Apple Music, for higher-quality audio overall, if you're signed up for that service. This is the only way it support Hi-Res music, though – Apple AirPlay 2 tech doesn't currently transmit it, so it's no good for playing stored FLAC files or anything.

The HomePod 2 has an ultra-wideband chip built in, which means it can detect when an iPhone 11 (or later) is close to it, making it easy to beam music from your phone to the HomePod (or vice versa) by just bringing it close. This also makes setup very easy – turn on the HomePod 2, and bring your iPhone nearby. A pop-up will appear, asking you to bring the top of the HomePod into view of your phone's camera. Then the HomePod will play a sound to identify itself to the iPhone, and that'll be it. It'll be connected to your iCloud account, gaining access to your Apple Music subscriptions.

Worth the money?

Siri can work with multiple music services now, and can connect to your Apple account to do things like add calendar entries; but it's not as smart as Alexa or Google Assistant for generally interpreting your questions well, so if you're looking for one of the best smart speakers, it may not be top of your list. However, if you sit in the sweet-spot demographic for the HomePod – an all-Apple house, with Apple Music to take advantage of its upgraded Dolby Atmos skills – the HomePod 2 is perhaps the best-value speaker out there. It's cheaper than what you get from the hardcore hi-fi brands (such as the Naim Mu-so Qb 2), and with a more full sound than the Sonos One can deliver. We're just not yet convinced that the overall sound quality is better than that provided by the original model – but then we're talking very fine margins here.

5 Things we learned this month

Mac news

Images credit: Apple Inc

MacBook news

Apple's first OLED MacBook could arrive next year

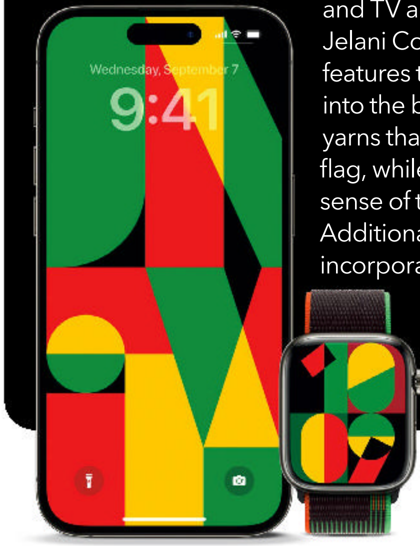
Apple is reportedly working on its first OLED MacBook – and analysts predict it could arrive as early as next year.

The news comes by way of reliable tipster Ming-Chi Kuo, who claimed on Twitter that the greater design freedom afforded by OLED display technology "has caused Apple to plan to ship the OLED MacBook by the end of 2024 at the earliest."

Apple news

Apple marks Black History Month with the Black Unity collection & content

Apple commemorated Black History Month with exclusive content and curated launches celebrating Black culture and community. This included the release of the Black Unity Collection – a special-edition Apple Watch Black Unity Sport Loop strap alongside a new matching watch face and iPhone wallpaper, as well as a series of Apple Maps Guides created by the Smithsonian and TV and film collections curated by Dr Jelani Cobb. The Black Unity Sport Loop features the word 'Unity' woven abstractly into the band using red, green, and black yarns that pay homage to the Pan-African flag, while a unique layering of yarns lends a sense of three-dimensionality to the letters. Additionally, the Unity Mosaic watch face incorporates geometric shapes in green, black, red, and yellow, and as the minutes change, each number uses pieces of other numbers to morph into new forms.



Say "hello" to the new Mac minis

Apple surprised us last month by releasing a new Mac mini. And not only does the Mac mini (2023) have the rather expected upgrade to the M2 chip, it's also getting a M2 Pro model too.

The Mac mini (M2, 2023) comes with an 8-core CPU and 10-core GPU and supports up to 24GB memory, and apparently offers 9.8 times the timeline rendering performance in Final Cut Pro compared to the older Mac mini with Intel. The Mac mini (M2 Pro, 2023) comes with a 12-core CPU, 19-core GPU, 200GB/s of memory bandwidth (twice the amount the M2 offers) and support for up to 32GB of memory. This means that you're getting a compact PC with some serious performance – it could even make the Mac Studio redundant!

It's also worth knowing that the HDMI port in the Mac mini (M2 Pro, 2023) has been upgraded. Support for 4K at 120Hz natively, or 4K at 240Hz using Display Stream Compression (DSC) tech, are now available – as is, for the first time, 4K HDR. We're only talking HDR10 right now (the most 'basic' and common form), but that raises the possibility of using the Mac mini (M2 Pro, 2023) as a HTPC (home theater PC) – albeit for a lot more money than an Apple TV.

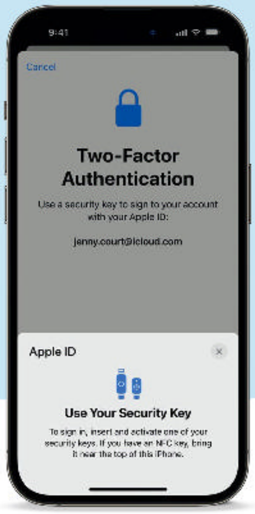
The Mac mini (M2, 2023) starts at £649/$599 and the Mac mini (M2 Pro, 2023) starts at £1,399/$1,299.

Apple news

The best security keys available, according to Apple…

The recent release of iOS 16.3 saw Apple add security key compatibility to its iPhone and iPad devices – as well as to its laptops and desktops with the macOS 13.2 update.

Now, in a support document, the company has selected its recommendations for the best physical security keys to use with its devices, which comply with FIDO standards – the alliance on credential security. The YubiKey 5C NFC and YubiKey 5Ci work well with most current Macs and iPhones, and the FEITIAN ePass K9 NFC USB-A will work with older models, since it uses a USB-A connection rather than the latest USB-C featured on the other two.



Two-Factor Authentication

Use a security key to sign to your account with your Apple ID:

jenny.court@icloud.com

Use Your Security Key

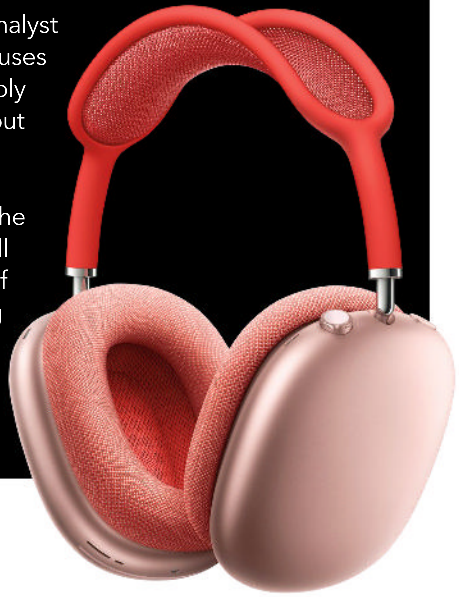
To sign in, insert and activate one of your security keys. If you have an NFC key, bring it near the top of this iPhone.

AirPods news

Don't expect AirPods Max 2 headphones to appear this year

If you've been thinking about getting a pair of AirPods Max headphones, but are worried that a second iteration might be just around the corner, you can stop fretting – an Apple analyst says the AirPods Max 2 might not launch until late 2024 or even 2025.

That's according to Apple analyst Ming-Chi Kuo on Twitter. Kuo uses his knowledge of Apple's supply chain to make predictions about the products the company is developing, and many of his predictions end up being on the money. So while we should still take his analysis with a pinch of salt – until Apple says anything officially, we don't know for sure – it seems likely we'll be waiting a while for a refresh of Apple's best headphones.



iCandy

Macintosh PowerBook Duo 230 (1992)

Measuring in at 280x220mm, this remains one of the smallest notebooks that Apple has ever produced, although the tiny keyboard wasn't too popular.

PowerBook Duo 230

100 MAC & iOS SETTINGS

YOU NEED TO TURN ON NOW!

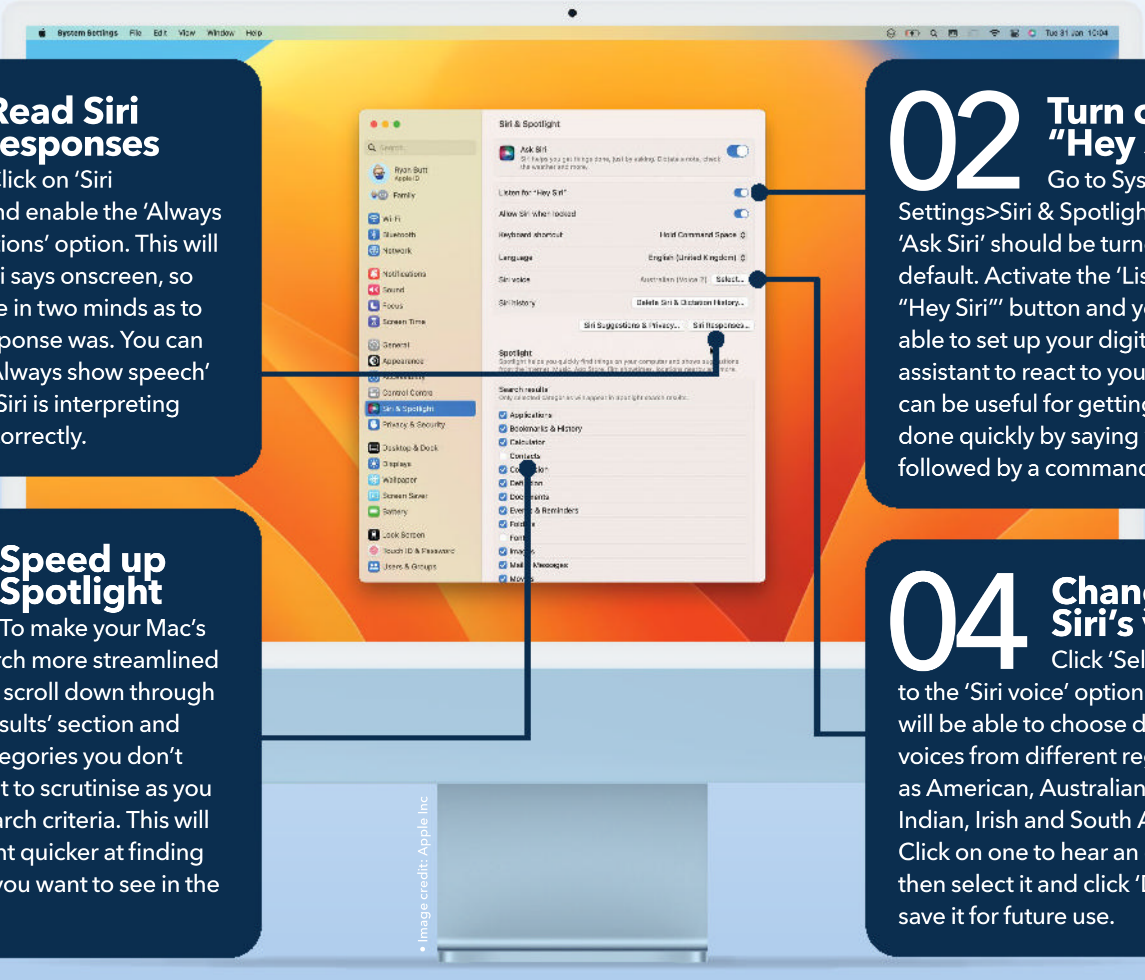
• Image credit: Apple Inc

Whether you have just purchased an Apple device or are an experienced user of Apple products, the operating systems that drive the technology hide many secrets that aren't initially obvious. Many are buried within the System Settings/Settings apps on your Mac and iPhone/iPad, often in places you wouldn't expect – which is certainly the case with the recent macOS Ventura update – so it's always good to familiarise yourself with the various options available and turn them on if they can enhance the way you use and interact with your devices.

Here we have compiled the 100 most essential settings for Mac and iOS that you need to turn on/off straight away – the first 50 are Mac-specific running macOS 13 (Ventura), and the second 50 are iPhone-specific running iOS 16. We should also point out that we have tried to avoid repeating settings across Mac and iOS, so the iCloud settings, for example, that we highlight on Mac should also be activated on your iPhone.

Siri & Spotlight settings you need to change

Remember, you can do pretty much anything on your Mac by asking Siri, your digital personal assistant. But if you prefer a more hands-on approach to, say, finding a file, then your Mac's built-in search facility, Spotlight, can be as thorough as you want.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Siri & Spotlight
Ryan Butt
Apple ID
Family
Wi-Fi
Bluetooth
Network
Notifications
Sound
Focus
Screen Time
General
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Accessibility
Control Centre
Siri & Spotlight
Privacy & Security
Desktop & Dock
Displays
Wallpaper
Screen Saver
Battery
Lock Screen
Touch ID & Password
Users & Groups
Delete Siri & Dictation History...
Siri Suggestions & Privacy...
Siri Responses...
Select...

Ask Siri ●
Listen for "Hey Siri" ●
Allow Siri when locked ●
Keyboard shortcut: Hold Command Space
Language: English (United Kingdom)
Siri voice: Australian (Voice 2)

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☑ Bookmarks & History
☑ Calculator
☐ Contacts
☑ Conversion
☑ Definition
☑ Documents
☑ Events & Reminders
☑ Folders
☐ Fonts
☑ Images
☑ Mail & Messages
☑ Movies

Image credit: Apple Inc

01 Read Siri responses

Click on 'Siri Responses' and enable the 'Always show Siri captions' option. This will show what Siri says onscreen, so you'll never be in two minds as to what Siri's response was. You can also turn on 'Always show speech' to check that Siri is interpreting your speech correctly.

02 Turn on "Hey Siri"

Go to System Settings>Siri & Spotlight and 'Ask Siri' should be turned on by default. Activate the 'Listen for "Hey Siri"' button and you will be able to set up your digital personal assistant to react to your voice. This can be useful for getting things done quickly by saying "Hey Siri" followed by a command.

03 Speed up Spotlight

To make your Mac's Spotlight search more streamlined and effective, scroll down through the 'Search results' section and untick any categories you don't want Spotlight to scrutinise as you enter your search criteria. This will make Spotlight quicker at finding exactly what you want to see in the listed results.

04 Change Siri's voice

Click 'Select' next to the 'Siri voice' option and you will be able to choose different voices from different regions, such as American, Australian, British, Indian, Irish and South African. Click on one to hear an example, then select it and click 'Done' to save it for future use.

05 Type Siri questions

If you're self-conscious about issuing commands to Siri verbally, go to System Settings>Accessibility>Siri and then enable the 'Type to Siri' option. Now, when you click on the Siri icon in your menu bar, a text window will appear into which you can type your commands instead of speaking them.

06 Turn on the firewall

On your Mac, go to System Settings>Network>Firewall and turn it on. The firewall prevents unauthorised applications, programs and services from accepting incoming connections. You can click on 'Options' to go deeper and apply specific settings, including adding the apps you wish to allow through the firewall.

07 Activate Handoff

Go to System Settings>General>AirDrop & Handoff and turn on the 'Allow Handoff between this Mac and your iCloud devices' button. Now, if you're reading a web page on your iPhone, for example, you can continue reading on your Mac by clicking the Safari icon in your Mac Dock with the iPhone icon.

08 Change your Mac pointer

In Settings>Accessibility>Display, enable the 'Shake mouse pointer to locate' option to make your pointer temporarily bigger when you quickly move it, to make it easier to spot. You can also click on the 'Pointer outline colour' and 'Pointer fill colour' boxes to change the colours of your pointer to make it stand out more on your desktop.

09

Unlock the iTunes Store

There are numerous settings to change in the Music app. Go to Music>Settings>General and then, in the Show section, tick the iTunes Store option. The iTunes Store will then be unlocked in your Music app sidebar – click on it to browse the store for songs, ringtones, etc to purchase.

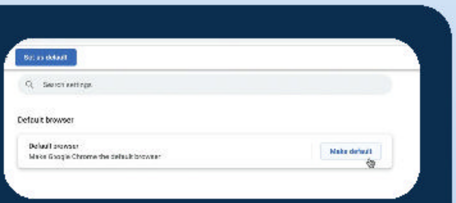
• Images credit: Apple Inc

10

Pin your shortcuts

If there are shortcuts that you use from the Shortcuts app regularly, then why not make them accessible from your Mac menu bar? Double-click on a shortcut in the Gallery to view the components, then click on the 'i' icon in the top right and choose 'Pin in Menu Bar'. A new menu will be created.

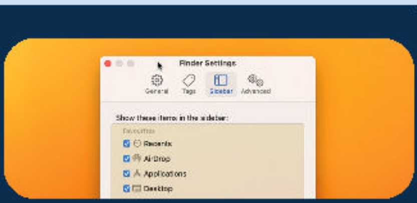
11



Set default browser

If you prefer using another web browser to Safari, such as Chrome, then launch Chrome, go to Chrome>Settings and make it your default browser. Now, whenever you click on a weblink, it will open in Chrome instead of Safari. This also applies to alternative email apps too.

12



Change Finder settings

It's easy to forget that Finder has its own settings to configure. Click on your desktop and then go to Finder>Settings and you can determine what a new Finder window shows, what locations are displayed in the window sidebar (such as iCloud Drive), and tweak many other settings to your preferences.

17

Keep security updated

Go to System Settings> General>Software Update and then, next to the 'Automatic Updates' option, click on the small 'i' icon. Make sure that the 'Install Security Responses and System Files' option is turned on so that these important security settings are constantly updated in the background.

18

Turn on Hide Your Email

In macOS Ventura, Apple has improved the Hide My Email feature to include third-party apps. Go to System Settings>Apple ID>iCloud and click on 'Hide My Email'. Here you will see third-party apps and services listed in a sidebar – click on one and then tailor the options to suit your needs and keep a more streamlined inbox.

19

Turn on FileVault

Head to System Settings> Security & Privacy and then scroll down to the FileVault option. This secures the data on your Mac by automatically encrypting the contents. Click 'Turn On' and then you can determine if your iCloud login details or a separate recovery key is used to unlock your disk and access your data.

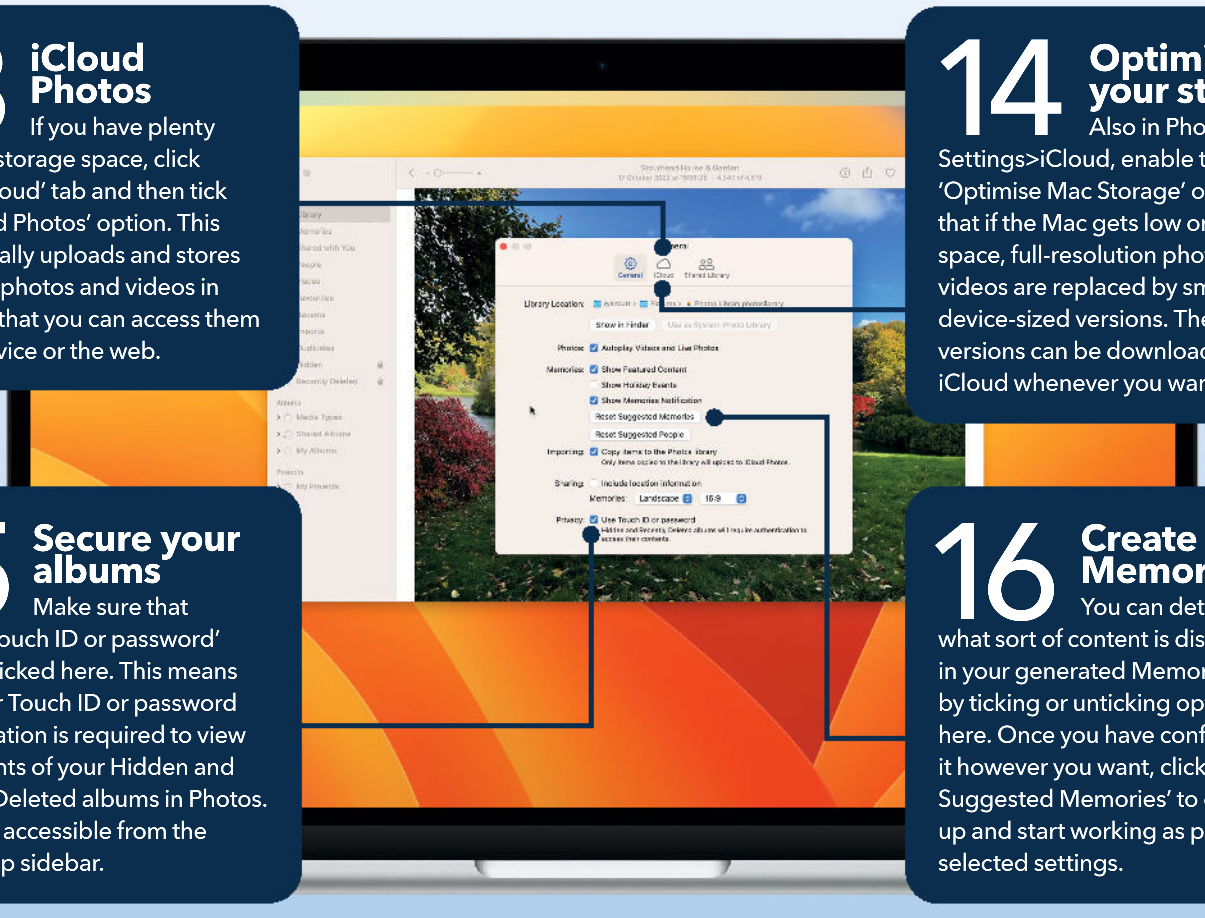
20

Manage your battery

Go to System Settings> Battery and click on the small 'i' icon next to 'Battery Health'. Now make sure that the 'Optimised Battery Charging' and 'Manage Battery Longevity' options are turned on. These features are designed to reduce battery ageing and extend the overall lifespan of your Mac.

Photos settings you need to change

The macOS Photos app has recently enjoyed some welcome additions, such as better security and iOS-style Memories – collections of photos from a time, place, etc to help you relive and cherish the moment. Launch the Photos app and then go to Photos>Settings to arrive here.



Library Location:

Photos: ☑ Autoplay Videos and Live Photos

Memories: ☑ Show Featured Content

☐ Show Holiday Events

☑ Show Memories Notification

Importing: ☑ Copy items to the Photos library

Only items copied to the library will upload to iCloud Photos.

Sharing: ☐ Include location information

Memories: Landscape 16:9

Privacy: ☑ Use Touch ID or password

Hidden and Recently Deleted albums will require authentication to access their contents.

13 iCloud Photos

If you have plenty of iCloud storage space, click on the 'iCloud' tab and then tick the 'iCloud Photos' option. This automatically uploads and stores all of your photos and videos in iCloud so that you can access them on any device or the web.

14 Optimise your storage

Also in Photos> Settings>iCloud, enable the 'Optimise Mac Storage' option so that if the Mac gets low on storage space, full-resolution photos and videos are replaced by smaller, device-sized versions. The full-res versions can be downloaded from iCloud whenever you want.

15 Secure your albums

Make sure that the 'Use Touch ID or password' option is ticked here. This means that either Touch ID or password authentication is required to view the contents of your Hidden and Recently Deleted albums in Photos. These are accessible from the Photos app sidebar.

16 Create Memories

You can determine what sort of content is displayed in your generated Memories by ticking or unticking options here. Once you have configured it however you want, click 'Reset Suggested Memories' to clean it all up and start working as per your selected settings.

21

Get severe weather alerts

The Weather app is a new addition to macOS Ventura and there is one particular setting that you need to turn on for your own safety. Go to Weather>Settings and tick the 'Severe Weather' button to get alerts if particularly bad weather conditions are heading your way. There is much to explore in this great app.

22

Unlock lossless audio in Music

In the Music app, go to Music>Settings>Playback and, in the Audio Quality section, tick the 'Lossless audio' option and then select either 'Lossless (ALAC up to 24-bit/48 kHz)' or 'High Resolution Lossless (ALAC up to 24-bit/192 kHz)' options for streaming and downloading for superior-sounding audio.

23

Set up Hot Corners

Hot Corners provide shortcuts by simply moving your pointer to one of the four corners of your screen. Go to System Settings>Desktop & Dock and then click on the 'Hot Corners' button to assign them. You can use Hot Corners to access Quick Note, start a screen saver, lock your Mac and more. Try them out.

24

Assign your Mac's fn key

Is the fn key on your Mac keyboard currently unemployed? Then assign it a role by going to System Settings> Keyboard. You will see the 'Press fn key to' option followed by a menu – click on the menu and assign a role, such as 'Show Emoji & Symbols', which can be a great time-saver if you use them regularly.

iCloud settings you need to change

The iCloud is what links all of our Apple devices together, keeps our data and photos in sync and acts as an online storage facility for your important files so that they can be accessed from anywhere. Go to System Settings>Apple ID>iCloud to enable these settings.

25

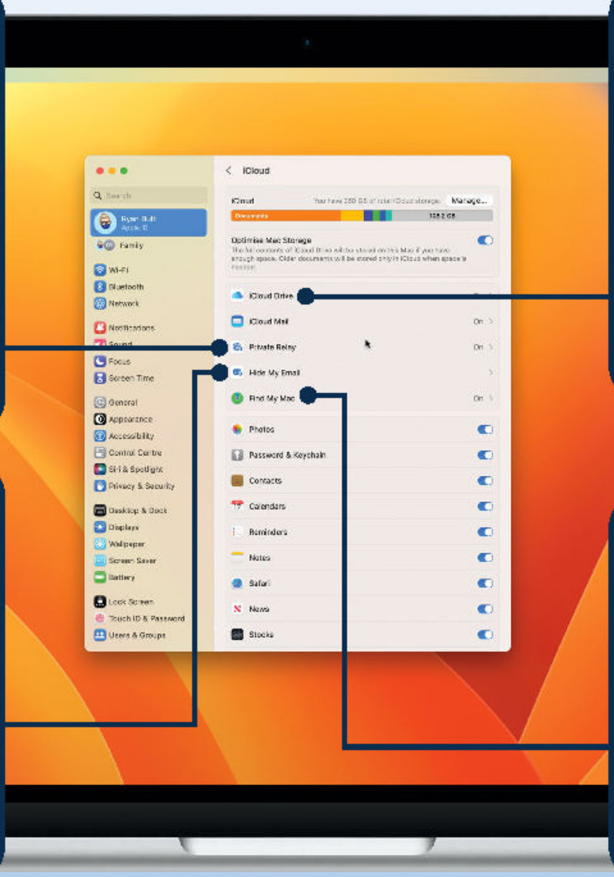
Turn on Private Relay

This option keeps your internet activity private by hiding your IP address and browsing activity. Click here to turn this feature on and then you can determine if your IP address location maintains your general location, or uses a much broader location in your country and time zone.

27

Hide your email

To avoid being bombarded with spam mail, you can keep your personal email address private when entering details online. A unique, random address is created on your behalf and you can come here to manage where emails sent to that random address are forwarded to.


iCloud
iCloud
You have 250 GB of total iCloud storage.
Manage...
Documents
Optimise Mac Storage
iCloud Drive
iCloud Mail
On
Private Relay
On
Hide My Email
Find My Mac
On
Photos
Password & Keychain
Contacts
Calendars
Reminders
Notes
Safari
News
Stocks
Search
Family
Wi-Fi
Bluetooth
Network
Notifications
Sound
Focus
Screen Time
General
Appearance
Accessibility
Control Centre
Siri & Spotlight
Privacy & Security
Desktop & Dock
Displays
Wallpaper
Screen Saver
Battery
Lock Screen
Touch ID & Password
Users & Groups

26

Set up iCloud Drive

For a start, make sure that this is turned on and then click 'Options' next to the Apps Syncing to iCloud Drive setting. As well as determining which apps can save data to iCloud Drive, you can also tick 'Desktop & Documents Folders' to access the contents of your Mac from any device.

28

Set up Find My

The Find My service lets you locate any device that is logged in to your Apple ID and also lock or erase your Mac remotely if it has been lost or stolen. You can also enable the 'Find My network' option here that helps you locate your Mac even when it is offline.

• Images credit: Apple Inc

33

Show battery charge percent

If you prefer a percentage indicator for the current charge of your MacBook as well as the visual representation, then go to System Settings>Control Centre, scroll down to the Other Modules section and then turn on the 'Show Percentage' option under Battery. This provides a much more accurate reading.

34

Set up your Mac clock

Options for your menu bar clock are not as easy to find as they once were. Go to System Settings> Control Centre and then scroll down and click on 'Clock Options'. Here you will be able to choose the style of your clock and add things like flashing separators, whether it's a 24 or 12-hour clock and if the time is announced.

35

Customise your Touch Bar

If you own a MacBook with a Touch Bar, then head to System Settings> Keyboard and click on the 'Touch Bar Settings' button. Make sure that 'Show Control Strip' is turned on and then click on 'Customise Control Strip' before dragging the items you want down to your Touch Bar to lock them in place.

36

Access data on the web

Go to System Settings> Apple ID>iCloud and then scroll down to the 'Access iCloud Data on the Web' option. By turning this on, you'll be able to access your mail, contacts, calendar photos, notes and more from any device or computer by going to **iCloud.com**. This can be vital if you lose your device and need to access data.

29

Enable App Exposé

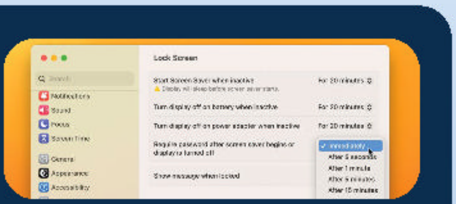
App Exposé is a handy feature that instantly shows all open windows for the current app using a simple gesture. Go to System Settings>Trackpad>More Gestures and then assign a gesture (such as 'Swipe Down with Three Fingers') to enable and use this feature.

30

Organise your desktop

If you have lots of files strewn across your desktop, then highlight everything, ctrl+click on your desktop and choose 'Clean Up'. Alternatively, select the 'Use Stacks' option and all files of a similar type will be stacked on top of one another for a more organised view.

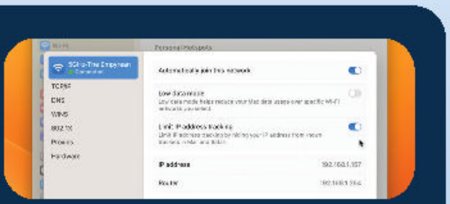
31


Lock Screen
Notifications
Sound
Focus
Screen Time
General
Appearance
Accessibility
Turn display off on battery when inactive
Turn display off on power adapter when inactive
Immediately
After 5 seconds
After 1 minute
After 5 minutes
After 15 minutes
Show message when locked

Lock your screen

A necessary security step is to password-protect your Mac when the screen saver kicks in or the display is turned off. Go to System Settings>Lock Screen and set the 'Require password after screen saver begins or display is turned off' option to 'Immediately'.

32


TCP/IP
DNS
WINS
802.1X
Proxies
Hardware
IP address
Router

Limited IP tracking

Go to System Settings>Wi-Fi and then click on the 'Details' button next to your current network. Here you will see the 'Limit IP address tracking' option – turn this on and your IP address will be hidden from known trackers when you're using the Mail and Safari apps.

37

Use Advanced Data Protection

This is a brand-new feature that uses end-to-end encryption to keep your data more secure over iCloud. Go to System Settings>Apple ID>iCloud>Advanced Data Protection, click 'Turn On' and then click on 'Set Up Account Recovery' to generate your own recovery key and assign a recovery contact.

38

Set Location Services

Go to System Settings> Privacy & Security> Location Services, turn on Location Services and then determine which services can use your location. Click 'Details' next to System Services to tweak these settings further. Turn off 'Mac Analytics', for example, to keep your Mac activity private from Apple.

39

Spring-loaded furniture

In System Settings> Desktop & Dock and you will be able to turn on the 'Automatically hide and show the Dock' and 'Automatically hide and show the menu bar' options. This means they will vanish from your desktop unless your pointer is hovering over them, giving you more desktop space.

40

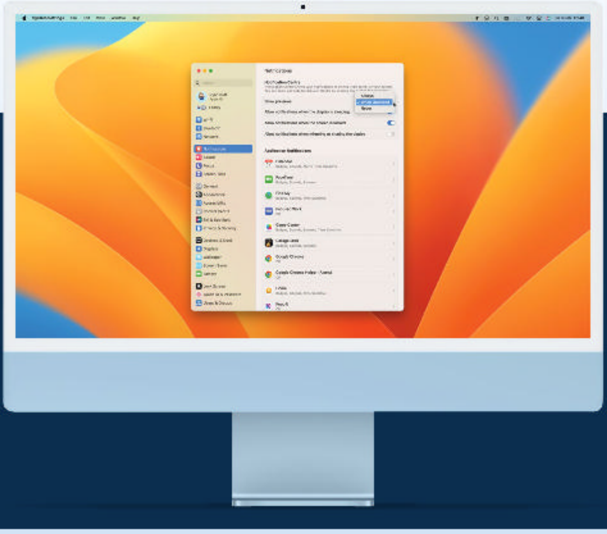
Adjust your trackpad

If you are using a MacBook, go to System Settings>Trackpad to adjust the tracking speed and click strength. You can also click on the 'Scroll & Zoom' tab to enable/disable other trackpad features such as Smart Zoom and Rotate, and explore 'More Gestures' for customising other handy shortcuts.

41

Hide alert previews

You don't want sensitive information displayed in notifications on your Lock Screen, so go to System Settings>Notifications and then change the 'Show previews' option to 'When Unlocked' or 'Never' to better protect your privacy. You can even turn them off completely.



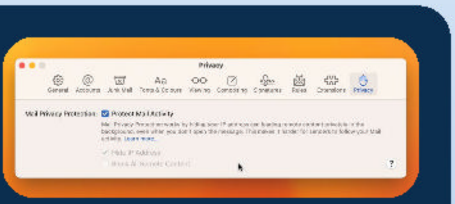
42

Turn on AirPlay Receiver

You can stream video and audio from other devices on your Mac by making it an AirPlay receiver. Go to System Settings> General>AirPlay & Handoff and enable the 'AirPlay Receiver' option. Also change the 'Allow AirPlay for' setting to 'Everyone' and turn on 'Require password'.

• Images credit: Apple Inc

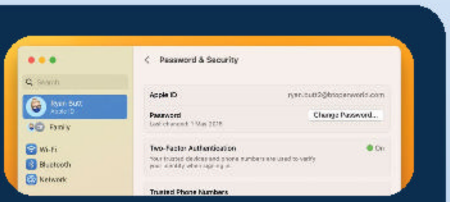
43



Set Mail privacy

If you use the Mail app as your email client, go to Mail>Settings>Privacy and turn on the 'Protect Mail Activity' setting. This works by hiding your IP address and preventing the loading of remote content in the background, even when you don't open the email.

44



Tighten your security

Go to System Settings>Apple ID>Password & Security and enable Two-Factor Authentication to safely log in using another device. You can also set up recovery keys and create a 'Legacy Contact' here (which involves adding someone to manage your account after your passing).

49

Set up Apple Pay on Mac

Apple Pay is a convenient way of paying for digital transactions on your Mac. Go to System Settings> Wallet & Apple Pay and add your card details to link the two together. You should also go to System Settings>Touch ID & Password and enable 'Use Touch ID for Apple Pay' to make it as secure as possible to use.

50

Secure your Mac settings

Our final Mac offering relates to securing most of the settings that you have locked in throughout this feature. Go to System Settings>Privacy & Security, click on the 'Advanced' button and then activate the 'Require an administrator password to access system-wide settings' option to prevent any being changed.

51

Activate haptics on iPhone

If you like to feel the keys working as you type on your iOS device, go to Settings>Sounds & Haptics and tap on 'Keyboard Feedback'. You will be able to turn on 'Haptic' and 'Sound' feedback here, although we certainly wouldn't recommend the latter, unless you enjoy annoying other people.

52

Show iPhone battery change

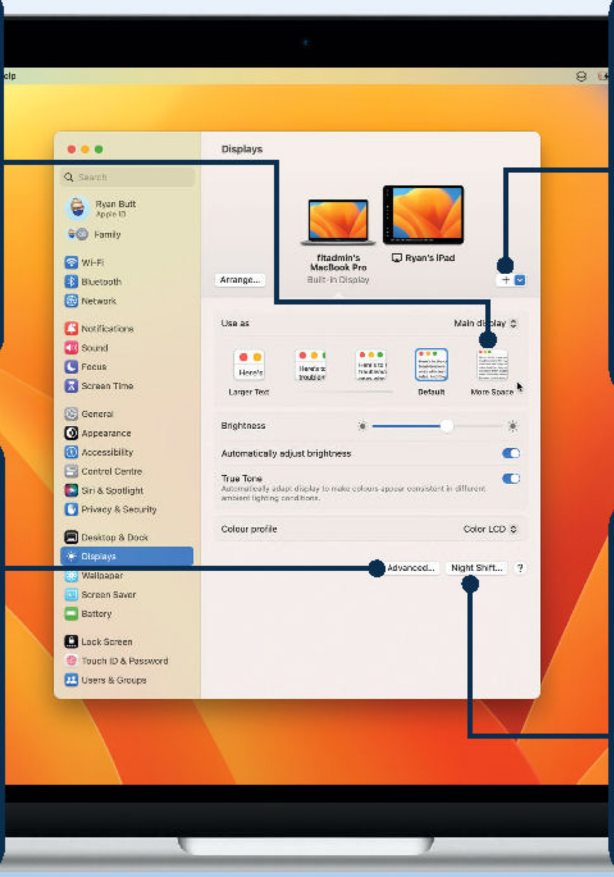
If you feel that the standard battery icon doesn't convey enough detail of the current charge, go to Settings>Battery and turn on 'Battery Percentage'. A number representing the current charge of your iPhone will then be displayed within the battery icon at the top of your screen.

Display settings you need to change

As you'll be staring at your Mac screen quite a lot, it is important to adjust the display settings to suit your needs. You can explore the various options available in terms of resolution, brightness etc, by going to System Settings>Displays.

45 Change screen resolution

If everything feels a little zoomed in on your Mac display and you want to see more on your screen, click on one of the options at the top that are illustrated using text size. Click on 'More Space' to cram much more onto your desktop.



Use as: Main display

Brightness

Automatically adjust brightness

True Tone: Automatically adapt display to make colours appear consistent in different ambient lighting conditions.

Colour profile: Color LCD

Displays
Search
Ryan Butt
Apple ID
Family
Wi-Fi
Bluetooth
Network
Notifications
Sound
Focus
Screen Time
General
Appearance
Accessibility
Control Centre
Siri & Spotlight
Privacy & Security
Desktop & Dock
Displays
Wallpaper
Screen Saver
Battery
Lock Screen
Touch ID & Password
Users & Groups
fitadmin's MacBook Pro
Built-in Display
Ryan's iPad
Arrange...
+
Here's
Larger Text
Default
More Space
Advanced...
Night Shift...
?

46 Add an iPad

Make sure that your iPad is awake, signed in to the same Apple ID and nearby, then click on the '+' next to the image of your Mac and choose your iPad from the menu. Your iPad will now become an extension of your Mac screen and you can move windows across to it. Click 'Arrange' to tailor further.

47 Universal pointer

Click the 'Advanced' button and enable the 'Allow your pointer and keyboard to move between any nearby Mac or iPad' option. Then click the '+' icon and choose your iPad under 'Link keyboard and mouse to'. This will allow you to use your Mac keyboard and pointer to control and type on your iPad.

48 Schedule Night Shift

Night Shift automatically shifts the colours of your display to the warmer end of the colour spectrum after dark to make it easier on your eyes, and you can click on 'Night Shift' to set it up. You can schedule it to kick in and adjust the colour temperature.

53

Turn on continuity

Go to Settings>General> AirPlay & Handoff and activate the 'Continuity Camera' option so that you can use your iPhone as a webcam for your Mac when nearby. You should also enable the 'Handoff' option to make this feature work too. You can then use the camera effects from your iPhone on your Mac.

54

Utilise Picture in Picture mode

If you are watching videos or shows on your device, then Picture in Picture (PiP) mode reduces the viewing window to your Home Screen so that you can do other things on your device while it plays. Go to Settings>General>Picture in Picture and turn on 'Start PiP Automatically' to enable it when you close the app playing the video.

55

Type text one-handed

If you like to hold your iPhone and type with the same hand, then there is a handy option that will make the keyboard easier to use by shifting it to the side of the screen. Go to Settings>General> Keyboard and then tap on 'One-Handed Keyboard'. You will then be able to select the side of the screen it is moved to.

56

Turn on Reachability

When holding and operating your iPhone with one hand, it can be a struggle to reach things close to the top of the screen – especially if you have a big one. Go to Settings>Accessibility> Touch and then enable 'Reachability'. When you swipe down on the bottom of the screen, things will shift down.

Phone settings you need to change

Remembering for a moment that your iPhone can be used to make and take calls, you should make a point of going to Settings>Phone to peruse the selection of useful options available to you – from setting up text responses to calls, and even blocking them altogether.

57

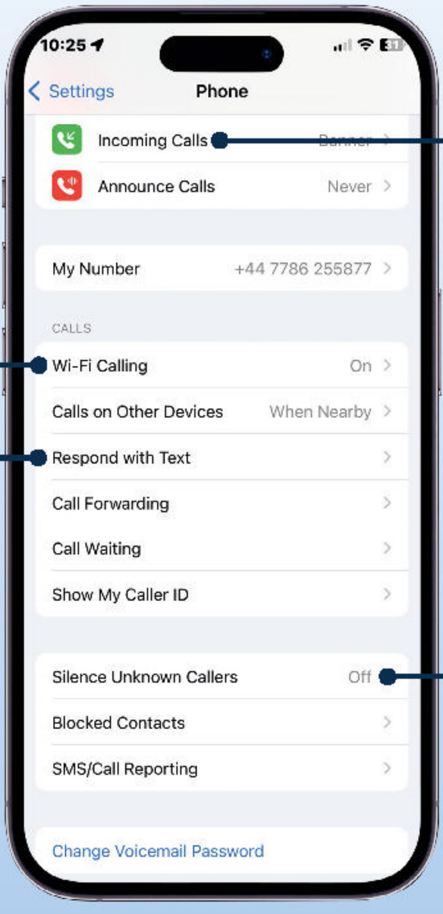
Turn on Wi-Fi Calling

If you still use your iPhone to actually make phone calls, then go to Settings>Phone> Wi-Fi Calling and turn the feature on. It just means that, when connected, your Wi-Fi network will absorb the data rather than your paid-for data plan.

59

Set up response texts

Tap on 'Respond with Text' and then you can type your own preferred text responses over the stock selection. You can use these text responses when you receive a call that you are unable to answer in that moment. You will be able to pick from three options.



10:25

Settings Phone

Incoming Calls Banner

Announce Calls Never

My Number +44 7786 255877

CALLS

Wi-Fi Calling On

Calls on Other Devices When Nearby

Respond with Text

Call Forwarding

Call Waiting

Show My Caller ID

Silence Unknown Callers Off

Blocked Contacts

SMS/Call Reporting

Change Voicemail Password

58

Change the call screen

If you aren't a fan of the new banner call notification style and want to return to the old-school, full-screen style, then tap on 'Incoming Calls' and change it from 'Banner' to 'Full Screen'. You can also set it up to take calls on other devices.

60

Silence callers

If you don't want to be bothered by unknown callers and wish to limit incoming calls to contacts only, turn the 'Silence Unknown Callers' option on. Calls from unknown numbers will be silenced, sent to voicemail and displayed in the Recents list.

63

Set up Back Tap shortcuts

Go to Settings> Accessibility>Touch and tap on 'Back Tap'. Here you will be able to assign a shortcut that you can perform by double or triple-tapping the back of your iPhone. These include Lock Rotation, Mute, Siri, Spotlight and more, all of which turn the back of your device into an extra button.

64

Prevent Lock to End Call

When taking a call on your iPhone, you can press the Sleep/Wake side button to end the call. If you find yourself doing this by accident while on a call, then you can turn off this feature by going to Accessibility>Touch and turning on the 'Prevent Lock to End Call' option. You now need never worry about cutting calls short.

65

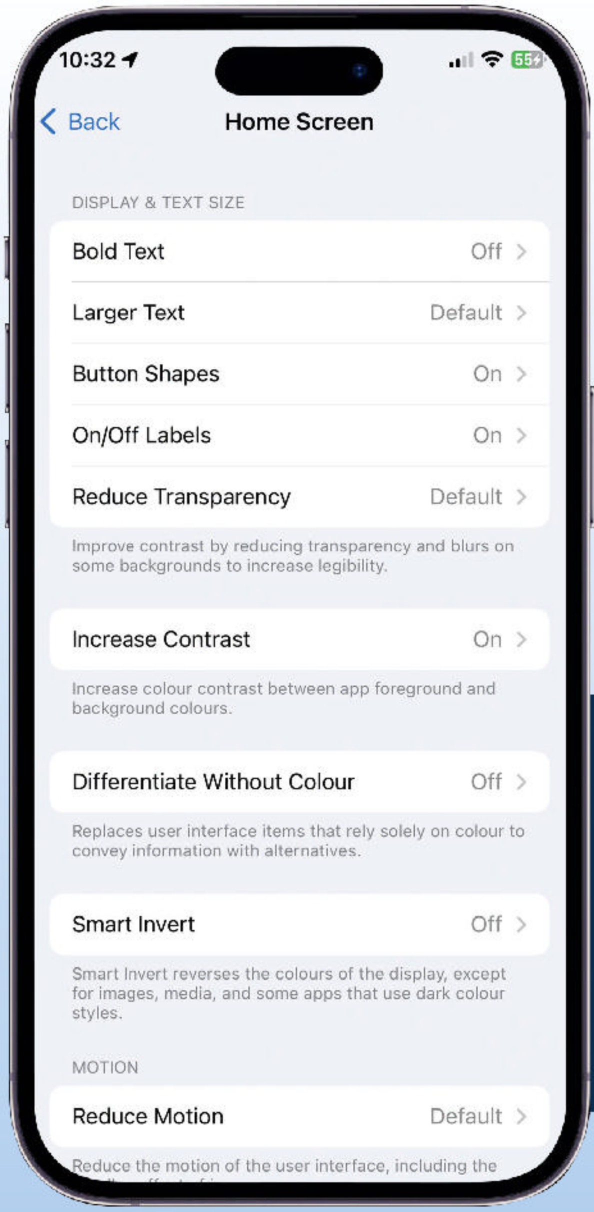
Clean up on the Touch settings

Before exiting the Accessibility>Touch settings, make sure you enable 'Tap to Wake', which is useful because you can then tap your screen to wake your device and check for notifications, and 'Shake to Undo', which means you can shake your device to quickly undo mistakes while typing.

66

Require your attention

As a security measure, you should go to Settings> Accessibility>Face ID & Attention and turn on 'Require Attention for Face ID'. This means that you have to actually be looking at your iPhone to unlock it. You should also enable 'Attention-Aware Features' so that your iPhone will only dim if you aren't looking at it.



< Back **Home Screen**

DISPLAY & TEXT SIZE

Bold Text Off >

Larger Text Default >

Button Shapes On >

On/Off Labels On >

Reduce Transparency Default >

Improve contrast by reducing transparency and blurs on some backgrounds to increase legibility.

Increase Contrast On >

Increase colour contrast between app foreground and background colours.

Differentiate Without Colour Off >

Replaces user interface items that rely solely on colour to convey information with alternatives.

Smart Invert Off >

Smart Invert reverses the colours of the display, except for images, media, and some apps that use dark colour styles.

MOTION

Reduce Motion Default >

Reduce the motion of the user interface, including the

61

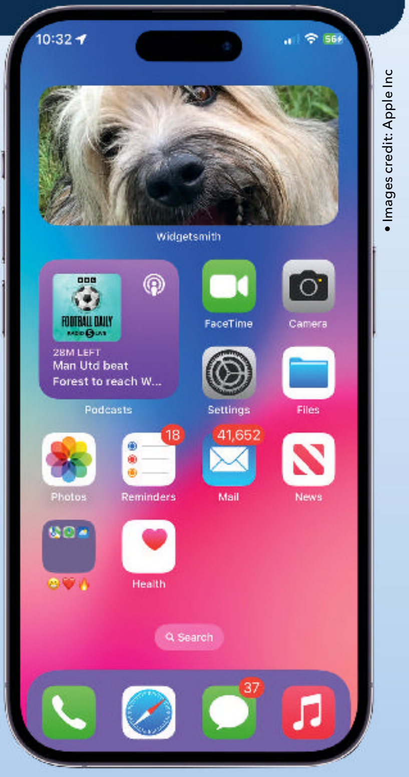
Darken your Dock

Head to Settings>Accessibility>Per-App Settings>Home Screen and if you turn on the ‘Reduce Transparency’ option, you will make your Home Screen Dock darker. However, this setting conflicts badly with the ‘Blur’ effect that you can apply to your Home Screen wallpaper. So use with caution.

62

Change your button shapes

Go to Settings>Accessibility>Per-App Settings>Home Screen, tap the ‘Button Shapes’ option and then turn it on. This will make the button settings more defined. You can also turn on the ‘On/Off Labels’ option to give your iOS buttons a much cooler-looking appearance.



• Images credits: Apple Inc

67

Use Sound Recognition

Go to Settings>Accessibility>Sound Recognition and, by turning it on and tapping ‘Sounds’, you will be able to pick sounds for your device to listen out for and alert you to. For example, if you have a newborn in the house, select ‘Baby Crying’ and your iPhone becomes a lightweight baby monitor.

68

Enable Flash for alerts

You can head to Settings>Accessibility>Audio/Visual and then activate ‘LED Flash for Alerts’. This means that whenever you receive an alert, like a text message, the LED camera flash on your iPhone will illuminate in unison with whatever alert sound you have enabled. Handy if you are expecting an important text message.

69

Turn on noise cancellation

Also in Settings>Accessibility>Audio/Visual, turn on the ‘Phone Noise Cancellation’ option to reduce the amount of ambient noise on phone calls when you are holding the receiver up to your ear. Also tap ‘Headphone Accommodations’ to customise the audio you hear through connected sets of headphones.

70

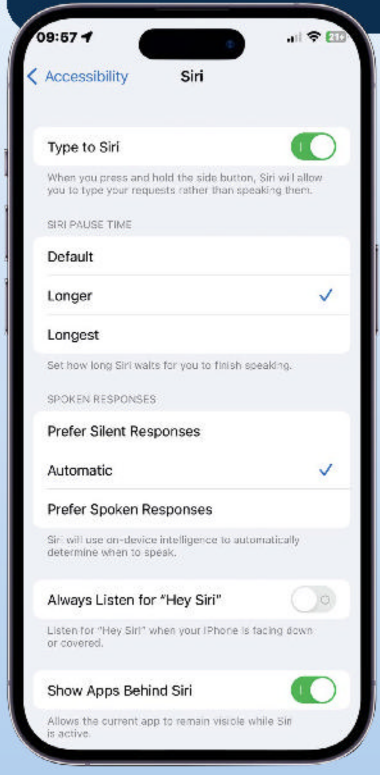
Bold your iPhone text

If you want to make the text on your Home Screen appear bolder and easier to read, go to Settings>Accessibility>Per-App Settings>Home Screen, tap ‘Bold Text’ and then turn it on. You can also tap ‘Larger Text’ and move the slider left or right to adjust the text to your preferred size. There are limits though.

71

Type to Siri

You are much more likely to feel self-conscious when asking anything of Siri in public so, like on Mac, you can opt to type your requests instead of speaking them. Go to Settings>Accessibility>Siri and turn on 'Type to Siri', then go to Accessibility> Side Button to assign Siri to a long-press.



< Accessibility Siri

Type to Siri

When you press and hold the side button, Siri will allow you to type your requests rather than speaking them.

SIRI PAUSE TIME

Default

Longer ✓

Longest

Set how long Siri waits for you to finish speaking.

SPOKEN RESPONSES

Prefer Silent Responses

Automatic ✓

Prefer Spoken Responses

Siri will use on-device intelligence to automatically determine when to speak.

Always Listen for "Hey Siri"

Listen for "Hey Siri" when your iPhone is facing down or covered.

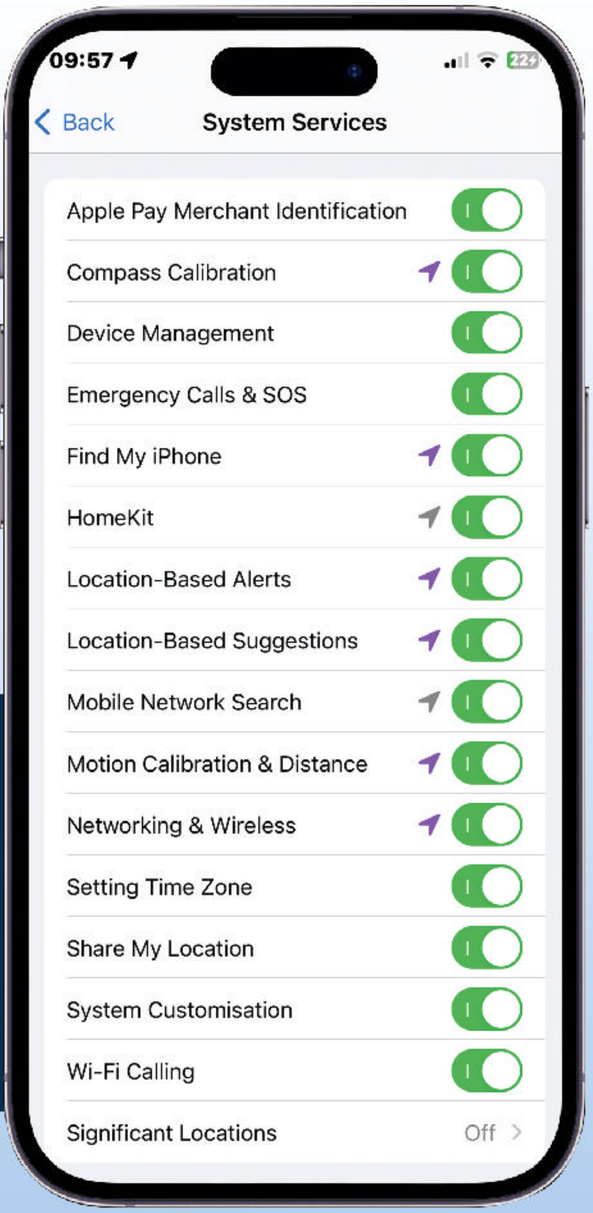
Show Apps Behind Siri

Allows the current app to remain visible while Siri is active.

72

Stop being tracked

Go to Settings>Privacy & Security>Location Services and tap on 'System Services'. Assess which of these you really need on, but definitely tap 'Significant Locations' and turn this feature off. This option allows locations that you visit repeatedly to be tracked, which you don't really need to happen.



< Back System Services

Apple Pay Merchant Identification

Compass Calibration

Device Management

Emergency Calls & SOS

Find My iPhone

HomeKit

Location-Based Alerts

Location-Based Suggestions

Mobile Network Search

Motion Calibration & Distance

Networking & Wireless

Setting Time Zone

Share My Location

System Customisation

Wi-Fi Calling

Significant Locations Off >

77

See location tracking icon

Go to Settings>Privacy & Security>Location Services>System Services and turn on the 'Status Bar Icon' option. Having this turned on provides a visual indication as to when apps and services are tracking your location. Make sure that you only allow this to the apps and services you really need and deny it for the others.

78

Turn off the analytics

In Settings>Privacy & Security, tap on 'Analytics & Improvements' and 'Apple Advertising' and turn both of these features off, as well as all related options. The less information that is tracked through your device the better as far as we're concerned, and there really is no need to share information with Apple.

79

Disable app tracking

Finally in Settings>Privacy & Security, tap on 'Tracking' and turn off the 'Allow Apps to Request to Track' option. This means that you won't be bothered by endless requests to track your location from just about every app and website that you use. When this is off, all new tracking requests will be denied.

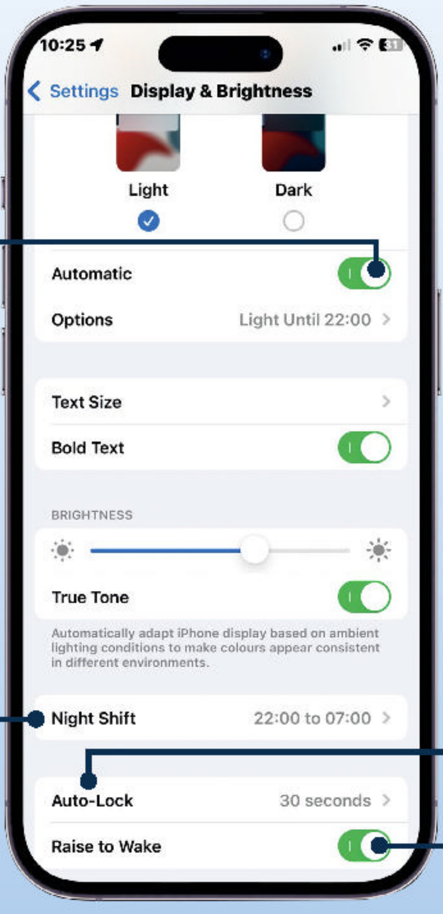
80

Preserve your mobile data

Go to Settings>General> Background App Refresh and consider turning this off completely. Do you really need the content updating in the background when you aren't using the respective app? Probably not. Turn this feature off and you don't have to worry about it impacting on your mobile data plan.

Display settings you need to change

There are many essential options to tinker with by going to Settings>Display & Brightness, from both a cosmetic and a security point of view. We would certainly recommend that you make the following adjustments to get the maximum enjoyment from your device.



10:25

< Settings Display & Brightness

☑ Light

○ Dark

Automatic: on

Options: Light Until 22:00

Text Size

Bold Text: on

BRIGHTNESS

True Tone: on

Automatically adapt iPhone display based on ambient lighting conditions to make colours appear consistent in different environments.

Night Shift: 22:00 to 07:00

Auto-Lock: 30 seconds

Raise to Wake: on

73

Auto appearance

You can switch between Light and Dark mode at any time here, but we would recommend turning on the 'Automatic' option and then customising the times in 'Options'. Dark mode inverts the colours so that there is less risk of eye strain when the sun goes down.

74

Set Auto-Lock

Having your iPhone automatically lock after a period of inactivity is an essential security measure, so you should make a point of adjusting this setting to ensure nobody can pick up your iPhone and access your data. Tap 'Auto-Lock' and set it to 30 seconds for maximum security.

75

Schedule Night Shift

Like on Mac, Night Shift can be employed to automatically shift the colours of your display to the warmer end of the colour spectrum, making it easier on the eyes in low-light conditions. Tap 'Night Shift' and then you can schedule when you want it to kick in.

76

Raise to Wake

We have already set the 'Tap to Wake' option, so why not back it up with 'Raise to Wake'? This setting will wake your device when you pick it up, making it easy to check, at a glance, if you have any important notifications on your Lock Screen.

• Images credit: Apple Inc

81

Turn off the app ratings

If you go to Settings>App Store then you can turn off the 'In-App Ratings & Reviews' option. This means that you won't keep getting pestered by the apps that you download from the App Store to leave a review when you use them. Consider turning off the 'Automatic Downloads' over mobile data option too.

82

Turn off push for your email

Another good way to preserve your mobile data is to go to Settings> Mail>Accounts and then tap on the 'Fetch New Data' button. Turn off the 'Push' option to stop mail being pushed to your iPhone from the server whenever it is possible. Consider setting the Fetch option to 'Manually' to download on your terms.

83

Protect your Lock Screen

To tighten up your security and limit what features can be accessed from your Lock Screen, go to Settings>Face ID & Passcode. Scroll down to the Allow Access When Locked section and then turn off features that could compromise security, such as 'Siri', 'Notification Centre', 'Control Centre' and 'Home Control'.

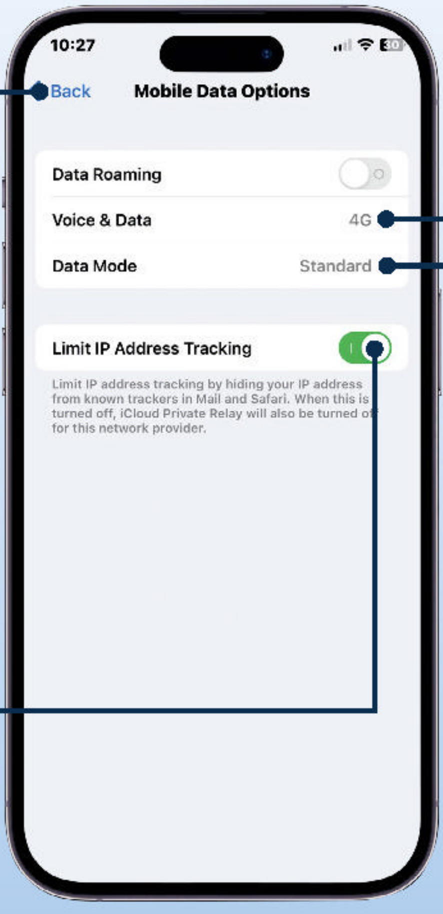
84

Scan QR codes in Camera

QR codes are a great way to relay information quickly via a linked website and the option to scan QR codes is built into your iPhone Camera app, you just need to unlock it. Go to Settings>Camera and turn on the 'Scan QR Codes' option. Now point your camera at one and tap on the screen when the code is scanned.

Mobile data settings you need to change

Although mobile data plans have sky-rocketed in recent years thanks to the data-intensive demand of apps such as TikTok, there are plenty of ways to save data and make your plans go further. Head to Settings>Mobile Data and check out these options.



Mobile Data Options

Data Roaming ○

Voice & Data 4G

Data Mode Standard

Limit IP Address Tracking ●

Limit IP address tracking by hiding your IP address from known trackers in Mail and Safari. When this is turned off, iCloud Private Relay will also be turned of for this network provider.

85 Use hotspot

You can use your iPhone's mobile data to provide internet access to other devices signed in to your iCloud account, which can be useful. Tap the 'Personal Hotspot' option on the Settings>Mobile Data screen and you can also open it up to other nearby devices by tapping 'Allow Others to Join'.

86 Turn off 5G

If you don't have or want 5G coverage then tap on 'Voice & Data' and change it from 5G On or 5G Auto to '4G'. This means that there will be less impact on the battery life of your iPhone using a service you don't necessarily need.

87 Hide your IP address

Like on Mac, make sure that the 'Limit IP Address Tracking' option is turned on here. This will hide your IP address from known trackers in Mail and Safari. Be aware that this protection isn't extended to third-party web and email apps, if you use them.

88 High-quality FaceTime

If you use FaceTime a lot then tap on 'Data Mode' and select 'Allow More Data on 5G' for high-quality video and FaceTime calls. This also allows your iPhone to download software updates and stream high-definition Apple TV and Apple Music content.

93

Turn on HDR video recording

Go to Settings>Camera> Record Video and then turn on the 'HDR Video' option to record video up to 30fps in 10-bit high dynamic range, including Dolby Vision. This will make your videos appear brighter with more accurate colours and improved contrast. Also consider turning on the 'Lock Camera' option.

94

Set up your Control Centre

The Control Centre is far more useful on iOS than it is on Mac, and you can add way cooler features to it. Go to Settings>Control Centre and be sure to add models such as 'Music Recognition' to use Shazam to identify songs, and 'Magnifier' to zoom in on things. Tap the '+' icons to add modules and the '–' icons to remove them.

95

Stop web trackers

If you use Safari as your go-to web-browsing app then there are several useful settings to be found in Settings>Safari. Turn on the 'Prevent Cross-Site Tracking', set 'Hide IP address' to 'Trackers and Websites' and enable 'Fraudulent Website Warning' to better protect your privacy when using the Safari app.

96

Turn off Read Receipts

If you don't want people to know when you have read their text message (handy if you can't reply in the moment), go to Settings>Messages and turn off the 'Send Read Receipts' option. You can also block senders here by tapping 'Blocked Contacts' followed by 'Add New' to add new numbers to the list.

• Images credit: Apple Inc

89

Customise your Lock Screen

Wake your iPhone up without unlocking it and then long-press on your Lock Screen. You can now create new Home and Lock Screen sets and customise existing sets. Create your perfect Lock Screen by changing the wallpaper and adding widgets for your favourite apps.

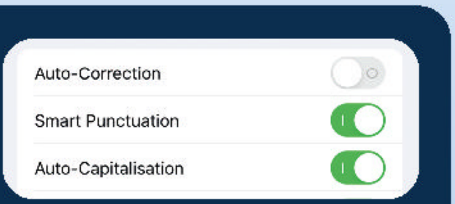
WiFiCall
41% Charged
10:16
9
7
11

90

Get lossless audio in Apple Music

To improve the quality of the music that you stream through Apple Music, go to Settings>Music and turn on Dolby Atmos, then tap 'Audio Quality' and turn on 'Lossless Audio'. You can then set the quality for mobile/Wi-Fi streaming and downloads.

91

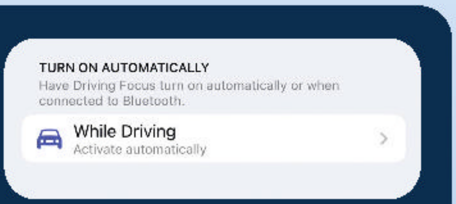


Auto-Correction ○
Smart Punctuation ●
Auto-Capitalisation ●

Disable auto-correct

Producing assurance and hilarity in equal measures, auto-correct can get it right, but also very wrong when correcting your typos. So we would recommend trusting yourself and turning it off by going to Settings>General>Keyboard and turning off 'Auto-Correction'.

92



TURN ON AUTOMATICALLY

Have Driving Focus turn on automatically or when connected to Bluetooth.

While Driving
Activate automatically

Safer driving

To ensure that you don't get distracted by your iPhone when driving, go to Settings>Focus>Driving, then scroll down to the 'Turn on Automatically' section and set this to 'Automatically'. Your iPhone will detect when you are driving and disable all calls, notifications, etc.

97

Change your passcode

To make your iPhone password more secure, go to Settings>Face ID & Passcode and tap 'Change Passcode'. After entering your current passcode, tap 'Passcode Options' and choose the 'Custom Alphanumeric Code' option. This allows you to create a more secure code using a combination of letters and numbers.

98

Lock your SIM card

In the event of your iPhone being lost or stolen, you can ensure that no one else can access your SIM. Head to Settings>Mobile Data>SIM Pin, then turn on the feature and set a new passcode for your SIM card. You will need to enter this every time you restart your phone, but don't use the same code as your device.

99

Optimise your photo storage

If you are conscious of how much storage space you have to play around with on your iPhone and are prone to being snap-happy in the Camera app, go to Settings>Camera, tap on 'Formats' and then change the Camera Capture option to 'High Efficiency'. Switching to this will reduce the file size of your photos and video.

100

And finally, back it up!

Now that we have got all of the essential iOS settings tweaked, it's a good idea to back up your device to iCloud to store them all. Go to Settings>Apple ID> iCloud, tap on 'iCloud Backup' and then turn on the 'Back Up This iPhone' option. You can also tap 'Back Up Now' to instantly preserve your settings.

Photos

Developer
Apple Inc

Difficulty
○ ● ○

Time needed
10

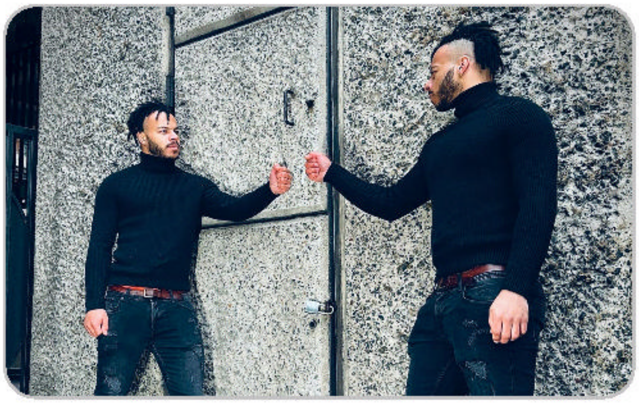
• App credit: Apple Inc

Make your iPhone photos stand out from the crowd

Learn how to shoot and edit unique, striking captures to spruce up your social media feed

Our social media feeds are oversaturated with a barrage of images competing for attention. Fortunately there are many photography tips, tricks and techniques that you can use to help make your shots stand out from the crowd and boost your follower count!

One particularly fun (but fiddly) technique is to use the iPhone Camera app's Pano mode to turn one person into twins without any need to edit the image. This can be a very hit-and-miss technique, but when it hits you get very eye-catching (and potentially 'like'-inducing) shots as you can see from our main image.



The Camera app's Pano mode can create a digital double completely in-camera (if you get the timing right!)

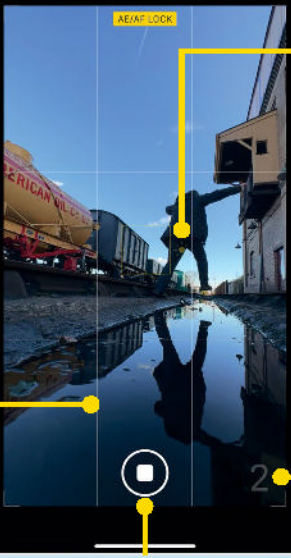
Perfect timing

How to shoot a more creative selfie

Knowledge base

Pano tips

The digital double technique covered in Step 6 can be a bit hit and miss, so you'll need to practice with the timing of the subject as they move from left to right. You don't need to pan the camera at all. Sometimes bits of the subject will be missing when the Pano mode fails to stitch the video feed together seamlessly.



• Image credit: Apple Inc

AE/AF Lock

Before triggering the timer, tap and hold to lock the exposure and focus so that they don't change when the timer counts down. You can drag the sun symbol down a little to make sure that you don't lose detail in the brighter sky.

Low angle

A low angle gives you a more dramatic-looking composition. We propped up our iPhone 14 Pro Max using some stones. During one take the iPhone plopped into the puddle but was water resistant enough to carry on shooting!

Time with flash

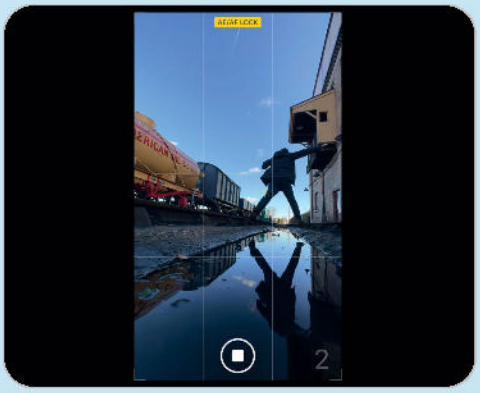
It can be a challenge to capture the perfect pose when the timer triggers the shutter button. The lamp at the front of the iPhone will flash as it counts down. The flashes get more rapid at three seconds to help you strike a pose.

Counting down

Most selfies are limited by the length of your arm. By using the Camera app's timer you can capture a more dynamic and distant selfie. Use the ten-second countdown for the freedom to pose at a distance.

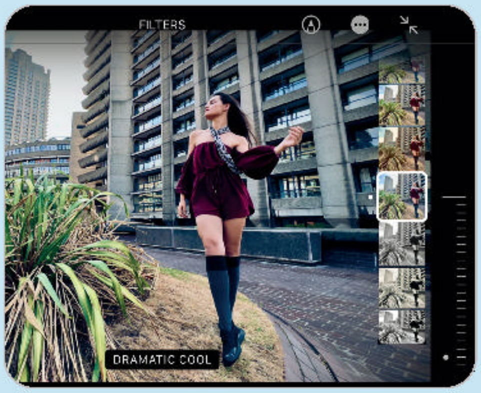
Step-by-step

Creative shooting ideas



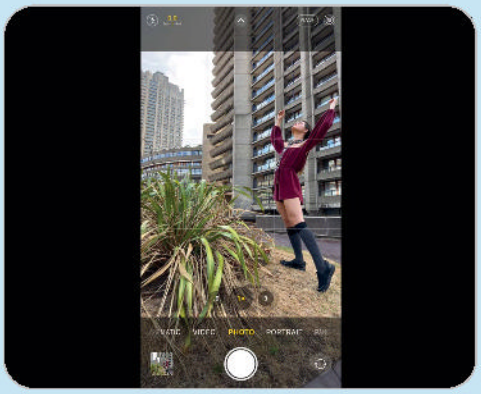
1 Use reflections

A puddle creates a natural mirror that you can use to add symmetry or present landmarks in more creative ways. Here we used the timer to capture a distant selfie.



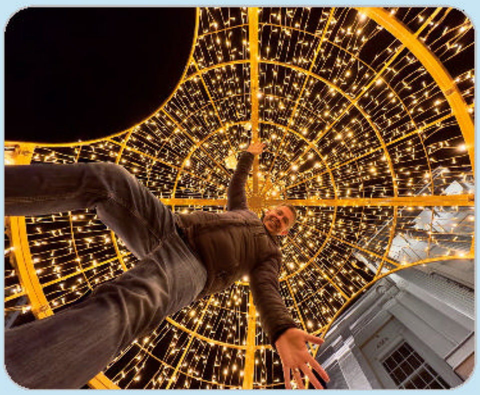
2 A cinematic look

Go to Photos and tap on 'Filters'. Swipe to 'Dramatic Cool'. Tap 'Adjust' and use 'Vignette' to dramatically darken the edges. Crop to a widescreen 16:9.



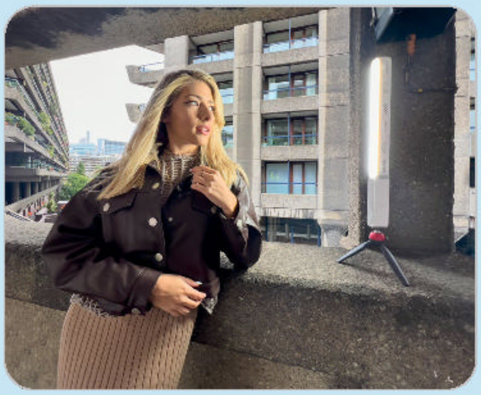
3 Go ultra-wide

The 0.5x ultra-wide camera enables you to capture more of the subject's environment. When shooting vertically it makes people look taller due to lens-induced distortion.



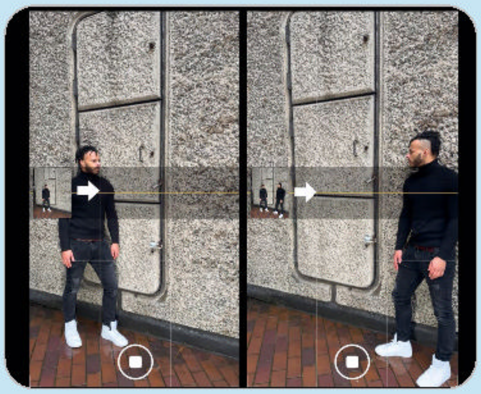
4 Unique perspectives

Choose the ultra-wide camera. Set the timer to three seconds. Tap the shutter button and place the iPhone on the floor for an unusual, eye-catching perspective.



5 Let there be light

Place your subject at a 45° angle to a light source. This helps bring out the face's shapes and contours. We used a ZHIYUN F100 light stick as our 'modelling' light.

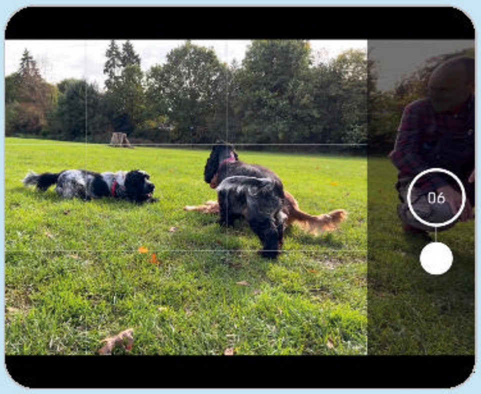


6 Seeing double

Set to Pano. Place the subject left of frame. Tap the shutter button. Count to four then tell them to move to the right. Tap the shutter button again to create a composite.

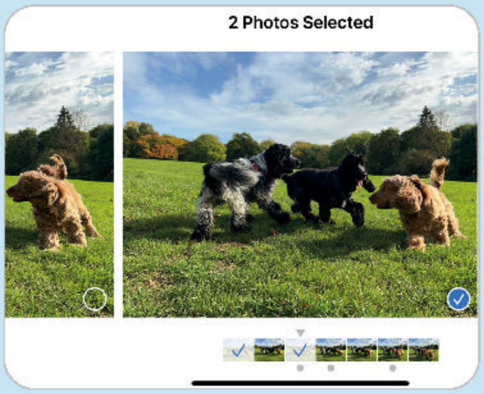
7 Tilt it

Most photos have a horizon that runs parallel with the bottom of the frame. By deliberately tilting the iPhone you create an off-kilter angle with a cinematic energy.



8 Burst mode

For capturing fast-moving subjects, hold down the volume up button to record a burst of still images. (This option may need to be enabled in Settings>Camera.)



9 Perfect moment

Find the burst in Photos. Tap 'Select'. Scroll though the filmstrip and tap to choose the best stills. Tap 'Done'. Choose to keep everything or just the favourites.

iMovie

Developer
Apple Inc

Difficulty
○●○

Time needed
15

Download available

• App credit: Apple Inc

Edit on the go with iOS iMovie: add Ken Burns camera moves

How to combine video and stills using iOS iMovie, and then continue editing in macOS

The iOS version of iMovie enables you to put together a rough cut of a film while sitting on the sofa. You can also access extra music assets that aren't available in the macOS version of iMovie. We'll demonstrate how to edit a mix of clips and stills on your iPhone and use Ken Burns camera moves to bring the stills to life. We'll also show you how to export the edited mix of clips and stills as a macOS iMovie project. You can then import our supplied iOS iMovie project into your Mac and fine-tune properties, such as the Ken Burns camera moves that we applied to our photos on the iPhone version of iMovie.

High-quality photos add extra texture to your video projects and you can use digital camera moves to bring them to life

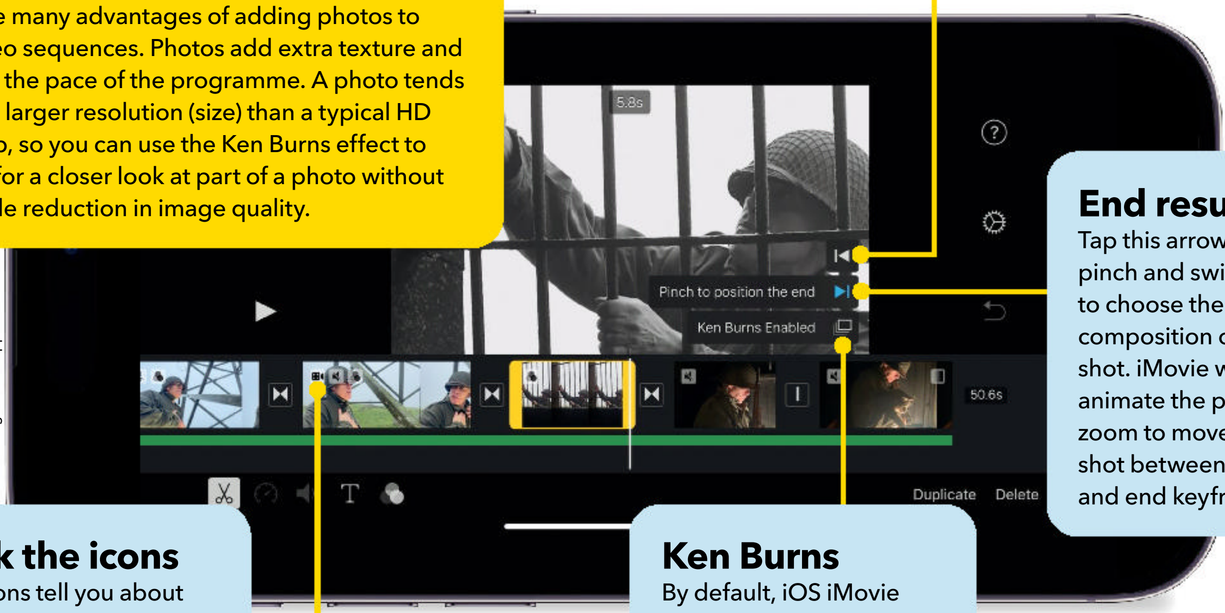
iOS iMovie

Apply digital camera moves to stills

Knowledge base

Size matters

There are many advantages of adding photos to your video sequences. Photos add extra texture and break up the pace of the programme. A photo tends to have a larger resolution (size) than a typical HD video clip, so you can use the Ken Burns effect to zoom in for a closer look at part of a photo without noticeable reduction in image quality.



• Image credit: Apple Inc

Make your move
To make the default Ken Burns move suit the content of your photo, tap here to go to the start of the digital camera move. Pinch and swipe to choose the starting position of the shot's composition.

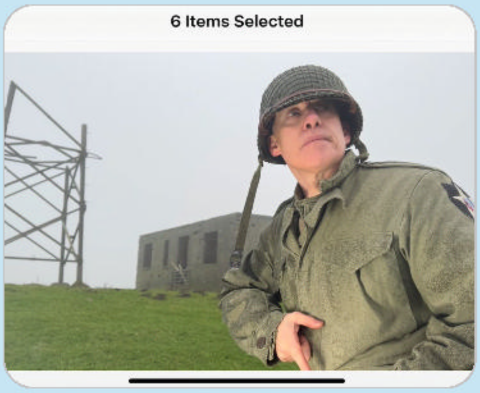
End result
Tap this arrow and pinch and swipe to choose the final composition of your shot. iMovie will then animate the pan and zoom to move the shot between its start and end keyframes.

Check the icons
These icons tell you about the properties of a particular clip. This clip was shot in Cinematic mode so you can alter the background blur in iMovie. It has also had a filter applied and its audio muted.

Ken Burns
By default, iOS iMovie brings photos to life by adding Ken Burns zooms and pans to them. Tap on a photo, then tap here to turn the Ken Burns effect off or off.

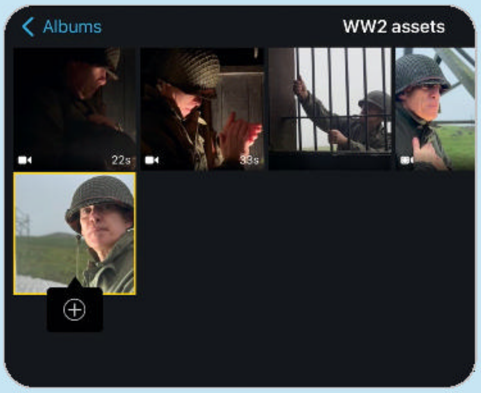
Step-by-step

Edit clips and stills on your iPhone


6 Items Selected

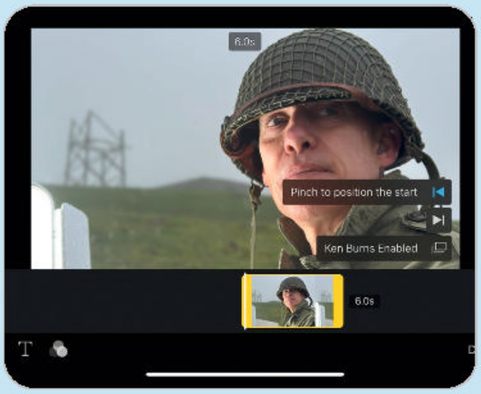
1 Create an album

In Photos tap 'Select' and then tap to choose a mix of clips and stills to go in your iMovie project. Tap Share>Add to Album. Tap 'New Album'. Give it a name. Tap 'Save'.


Albums
WW2 assets
22s
33s

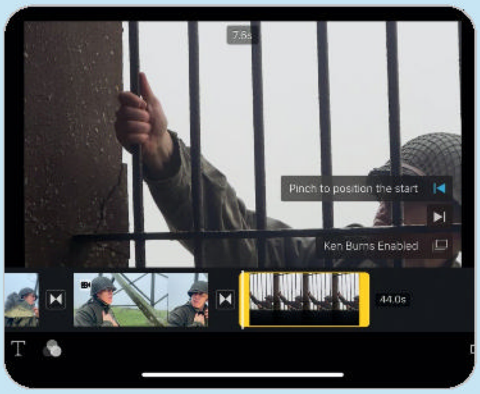
2 Import a photo

Launch iMovie. Tap 'Create Movie'. Tap the '+' icon. In the Media panel tap 'Albums'. Tap the Album you created in Step 1. Tap a photo's '+' icon to add it to iMovie's timeline.


6.0s
Pinch to position the start
Ken Burns Enabled
6.0s

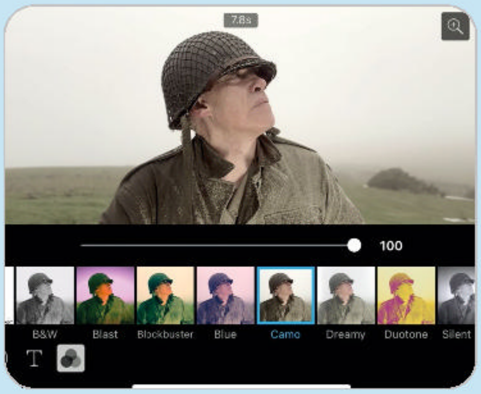
3 Create movement

iMovie adds a Ken Burns camera move. Tap on the image. Tap the Start arrow. Pinch and swipe to choose a start position. Tap the End arrow and choose another position.


7.6s
Pinch to position the start
Ken Burns Enabled
44.0s

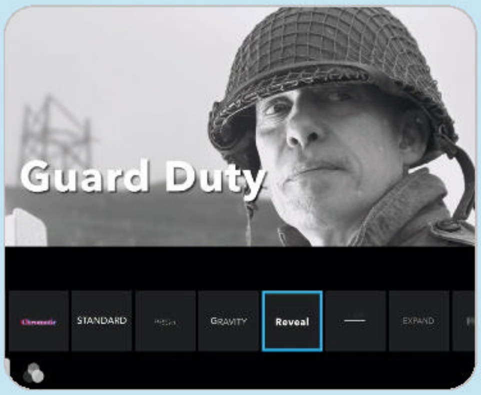
4 Add more assets

Tap the '+' and add more clips and stills to the timeline. Here we've used the Ken Burns effect to pan down metal bars to the soldier breaking in to the bunker.


7.8s
100
B&W
Blast
Blockbuster
Blue
Camo
Dreamy
Duotone
Silent

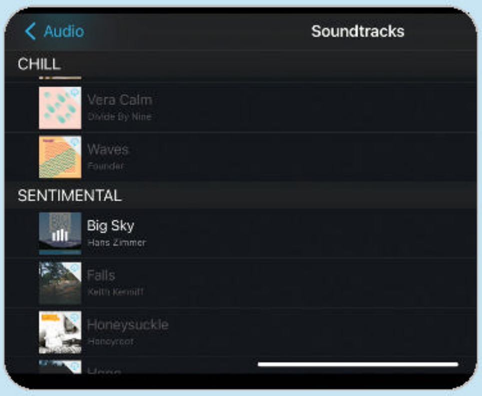
5 Filter effects

To grade a photo or clip, tap on it. Tap the 'Filters' icon. Tap a filter. We used B&W to give the photos a monochrome look and Camo to wash out the colour on the clips.


Guard Duty
STANDARD
GRAVITY
Reveal
EXPAND

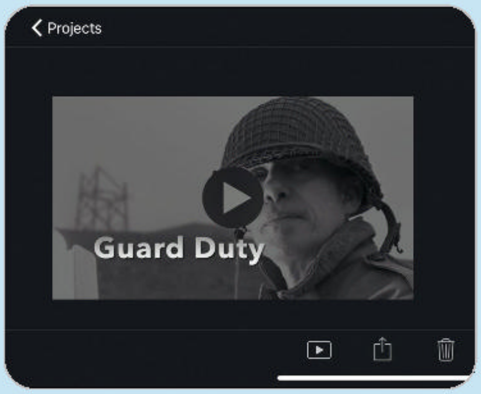
6 Add title

Tap on the first clip and then tap the 'Titles' icon. Tap to choose a title such as Reveal. Tap the text to customise it with your project's title. Play the clip to test the title.


Audio
Soundtracks
CHILL
Vera Calm
Divide By Nine
Waves
Founder
SENTIMENTAL
Big Sky
Hans Zimmer
Falls
Keith Kenniff
Honeysuckle
Honeyroot

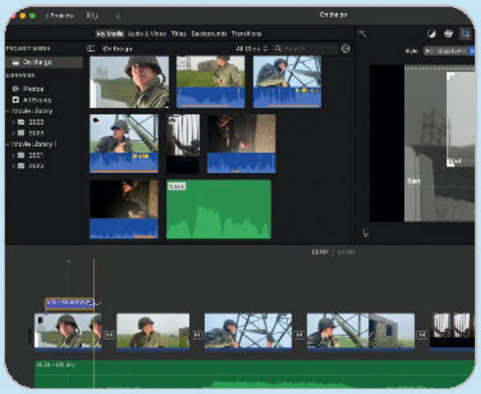
7 Choose music

Tap the '+' icon then tap 'Audio'. Go to 'Soundtracks'. Tap to download various soundtracks to find one that suits your film. We went for the sentimental Big Sky.


Projects
Guard Duty

8 Export project

Tap 'Done', then Share>Options. Set Type to 'Project'. Tap 'Done'. Tap 'AirDrop' and select your Mac. The .iMovieMobile project will appear in the Downloads folder.



9 Import to Mac

In macOS iMovie, choose File>Import iMovie iOS projects. Click on a still, select the 'Crop' icon then click 'Ken Burns' to fine-tune the camera moves.

Final Cut Pro

Developer
Apple Inc

Difficulty
○ ○ ●

Time needed
20

Download available

• App credit: Apple Inc

Apply realistic lens flare effects to your project

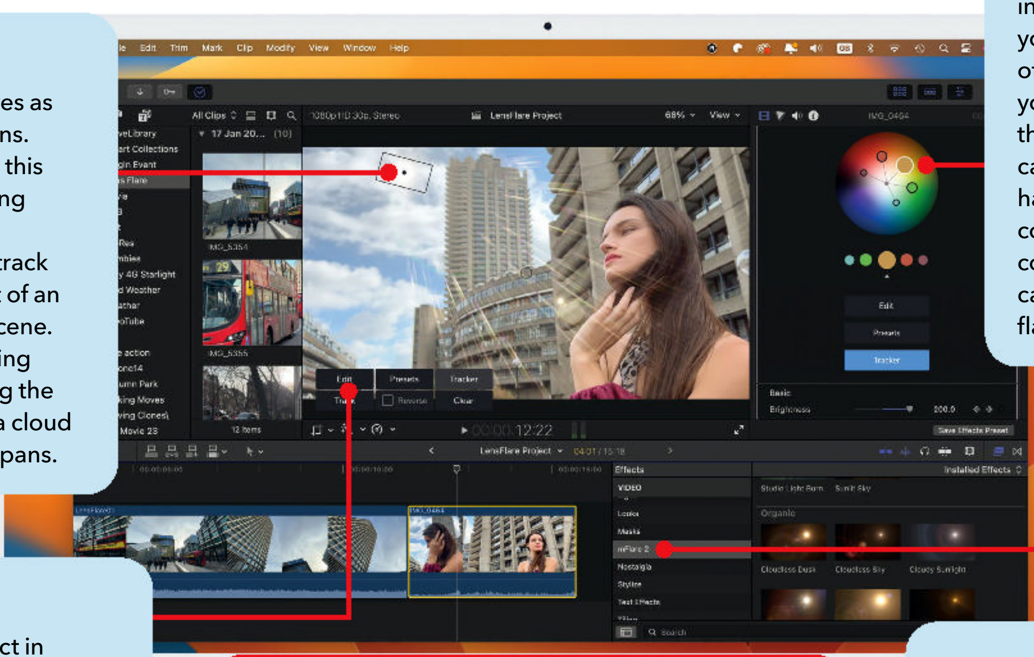
How to install and use plug-ins to extend your video editing repertoire – discover the power of mFlare 2

Plug-ins enable you to extend Final Cut Pro's suite of post-production tools. For example, there are some native lens flare effects in Final Cut Pro, such as Streaks, for adding horizontal streaks of light that mimic the flares produced by anamorphic lenses. But you can go even further and access a host of more realistic and customisable lens flare effects by installing a plug-in such as mFlare 2 from **motionvfx.com**. We'll show you how to download a free demo of mFlare 2 so you can follow our walkthrough. If you like it you can buy the full version with a 10% discount by using this exclusive-to-*iCreate* code – ICRMAG10.

Create the look of an expensive anamorphic lens by adding lens flare effects with a handy plug-in

Powerful plug-ins

Enhance your footage and modify the plug-in's properties



• Image credit: Apple Inc

On track

Lens flare moves as the camera pans. You can mimic this effect by making the lens flare automatically track the movement of an object in the scene. Here the tracking box is following the movement of a cloud as the camera pans.

Inspector

After adding a plug-in effect to a clip, you'll see a host of properties that you can adjust in the Inspector. You can drag on these handles to change the colours of various flare components, and you can also adjust the flare brightness.

Edit

Each flare effect in the mFlare 2 plug-in has a host of layered properties that you can access and modify by clicking here (see Step 7).

Knowledge base

Keyframes

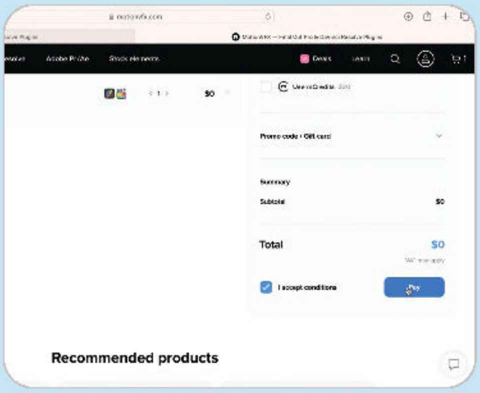
As with native Final Cut Pro effects, you can edit a host of mFlare 2 properties using keyframes. For example, in some cases you may want a lens flare to vanish (when the light source goes behind an object for example). You can do this by setting keyframes on an effect's Brightness slider in the Inspector.

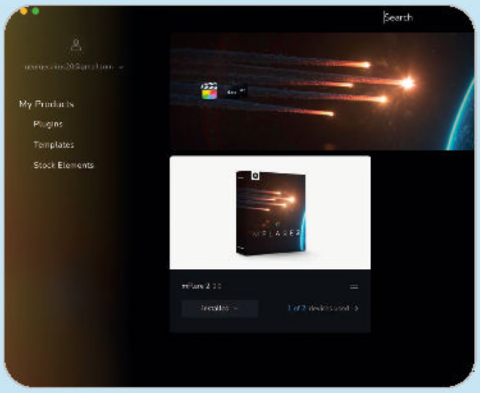
Location

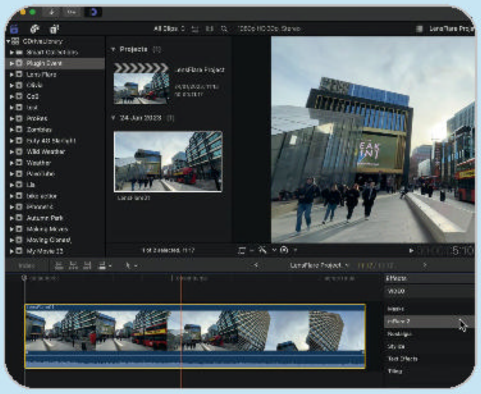
Once you install a plug-in such as mFlare 2, it will appear in Final Cut Pro's Effects browser. The various lens flare effects are grouped into categories including Organic and Anamorphic. Drag an effect onto a clip.

Step-by-step

Add creative effects with plug-ins







1 Sign up

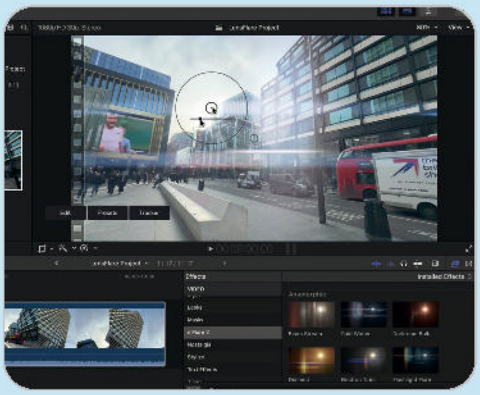
At **motionvfx.com**, click the person icon and create an account. Search for and select the mFlare 2 Demo. From 'Buy Now' choose the free demo. Click 'Go to cart' and 'Pay'.

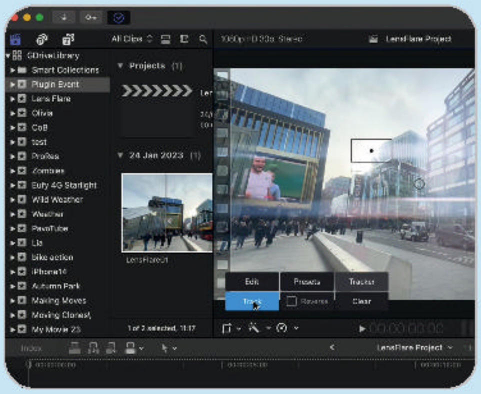
2 Install plug-in

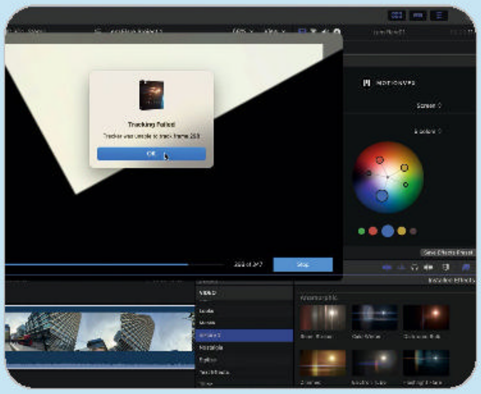
Next, download and install the mInstaller app. Launch it and follow its instructions to download and install the mFlare 2 Demo into Final Cut Pro.

3 Import clip

Choose File>New>Event, then File> Import>Media. Add our supplied LensFlare01 clip to the timeline. Go to the Effects panel. Scroll down to click on the 'mFlare 2' label.







4 Apply flare

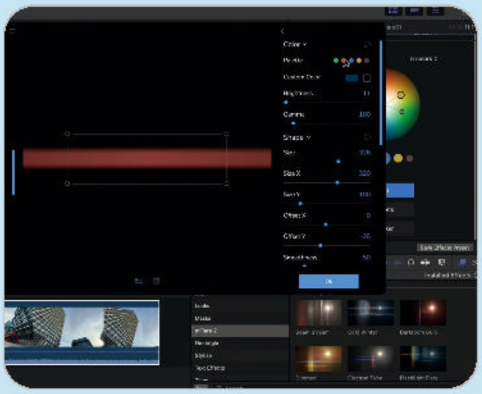
Scrub to frame 1. Drag 'Cold Winter' onto the clip. Use the main control handle to place the flare over the corner of the building. Increase brightness with the slider.

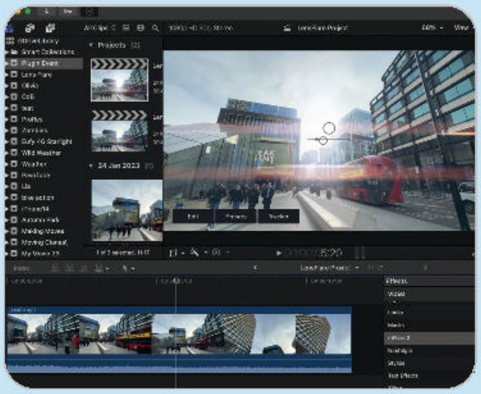
5 Track movement

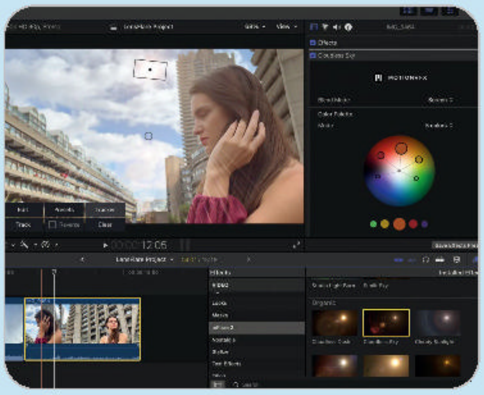
Press cmd+4 to summon the Inspector. You'll see the 'Cold Winter' panel. In the Viewer click 'Tracker'. Click 'Track'. The flare will track the movement of the building.

6 Play the sequence

Don't worry when the dialog box says 'Tracking Failed' as it loses sight of the building at the end of the pan. Click 'OK'. Play the clip to see the flare move as we pan.







7 Edit flare colour

Select the Cold Winter panel in the Inspector. Click 'Edit'. Click on a Streak element at the left. In the Color panel click a swatch to change the blue streak to red.

8 Test results

Play the sequence. The horizontal red anamorphic streaks stand out against the predominantly blue background and complement the colour of the red bus.

9 Track a cloud

Import our LensFlare02 clip. Drag 'Cloudless Sky' onto the clip. Place the main flare on a cloud top right. Use the Tracker to make the flare move as the camera pans.

Garage Band

Developer
Apple Inc

Difficulty
● ○ ○

Time needed
15-25

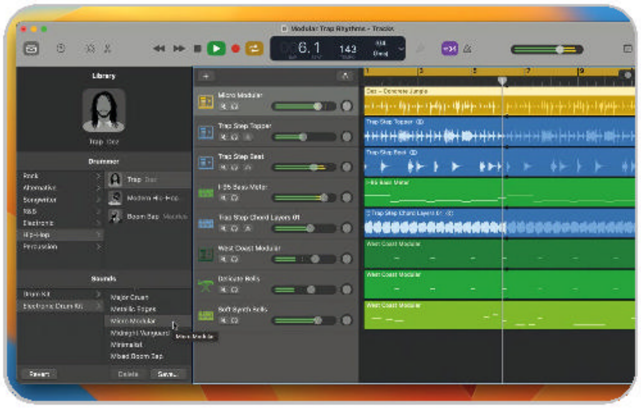
Download available

• App credit: Apple Inc

Set some Trap tracks with Modular Rhythms

Take a closer look at how to emulate modern musical styles with GarageBand's newest sound pack

GarageBand regularly introduces tools to help emulate the sounds of fresh, new genres. Most recently this included the Modular Rhythms instrument pack made available in the 10.4.7 update that dropped in November. This is an optional free download that adds electronic drum kit patches, best used when applied to Drummer tracks. Some of the sounds here are suited nicely for Trap music, a popular hip-hop variant characterised by sparse synthetic beats. Combining this pack with Dez, GarageBand's resident Trap Drummer, is a great way to produce passable Trap-style percussion.

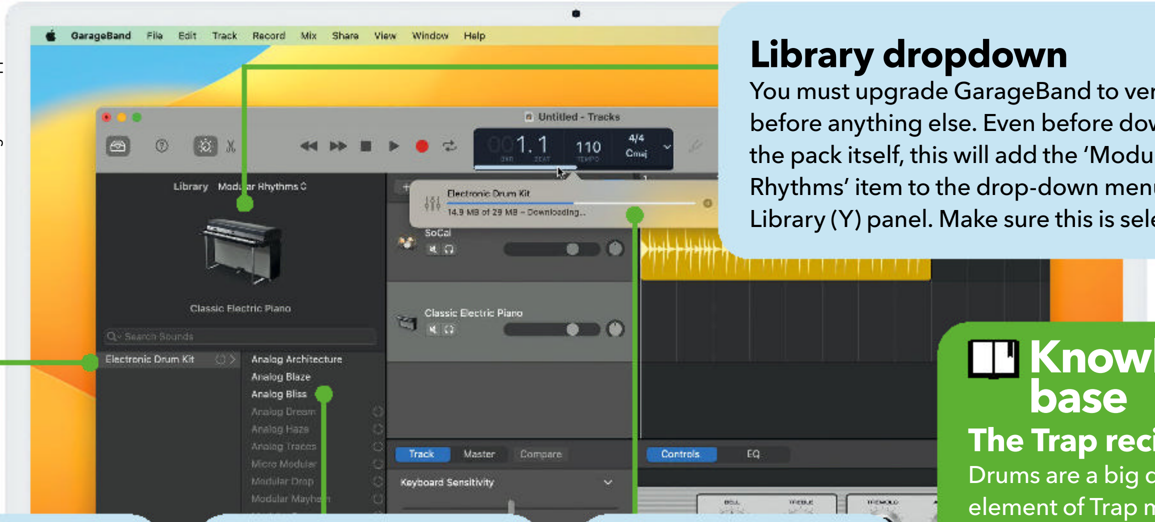

Modular Trap Rhythms - Tracks
Library
Trap Dez
Drummer
Sounds
Dez - Concrete Jungle

We'll highlight the Modular Rhythms pack applied to drums from Dez, building up a recognisably Trap-like example with additional loops

A new sound collection

How to find and download the required Modular Rhythms pack

• Image credit: Apple Inc


GarageBand
File
Edit
Track
Record
Mix
Share
View
Window
Help
Untitled - Tracks
1. 1
110
4/4
Cmaj
Library
Modular Rhythms
Electronic Drum Kit
14.9 MB of 29 MB – Downloading...
SoCal
Classic Electric Piano
Search Sounds
Electronic Drum Kit
Analog Architecture
Analog Blaze
Analog Bliss
Analog Dream
Analog Haze
Analog Traces
Micro Modular
Modular Drop
Modular Mayhem
Track
Master
Compare
Controls
EQ
Keyboard Sensitivity

Library dropdown
You must upgrade GarageBand to version 10.4.7 before anything else. Even before downloading the pack itself, this will add the 'Modular Rhythms' item to the drop-down menu in the Library (Y) panel. Make sure this is selected.

Electronic Drum Kit
Modular Rhythms adds instrument patches within the Electronic Drum Kit category. This applies to both the Library for software instrument (MIDI, green) tracks and the 'Sounds' section for Drummer (yellow) tracks.

Multiple patches
There are 12 individual EDK patches within Modular Rhythms. The names will be ghosted dark grey until you click the little circular download arrows. This will trigger the download, eventually making them selectable here after completion.

Download progress
During download you can click the progress bar below the project LCD display. This will reveal more details for the Modular Rhythms pack download, which is only 29MB in total so should only take moments to finish.

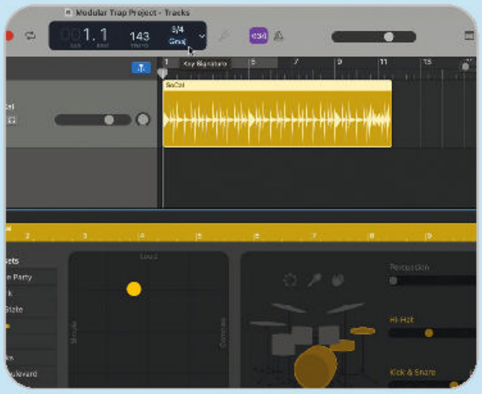
Knowledge base

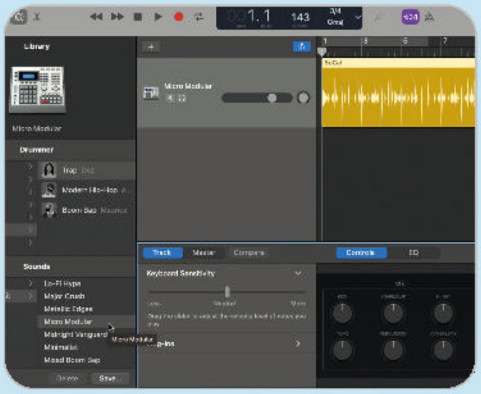
The Trap recipe

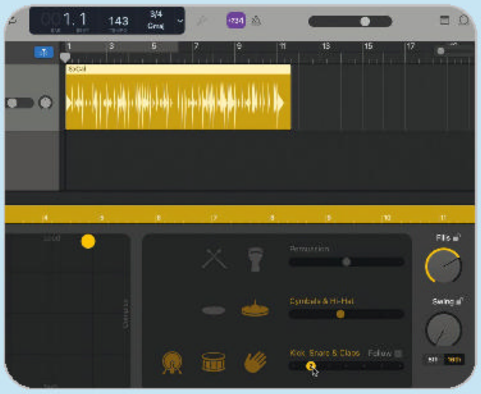
Drums are a big defining element of Trap music. Heavily synthesised with roots in Roland's TR-808 drum machine, we're talking 130-150bpm tempos and fairly jittery rhythms. Tracks can often seem off-kilter or 'glitchy' with busy staccato hi-hats, deep kicks and often snares doubled with claps. Add some simple looping bell riffs with muttered vocal lines and the next Trap classic could be yours!

Step-by-step

Trap drums with Modular Rhythms


Modular Trap Project - Tracks
1. 1
143
3/4
Gmaj
Key Signature
SoCal
Hi-Hat
Kick & Snare
Percussion


Library
Micro Modular
Drummer
Trap Dez
Sounds
Micro Modular
Track
Master
Compare
Controls
EQ
Keyboard Sensitivity


1. 1
143
3/4
Gmaj
SoCal
Percussion
Cymbals & Hi-Hat
Kick, Snare & Claps
Fills
Swing

1 Changing pace

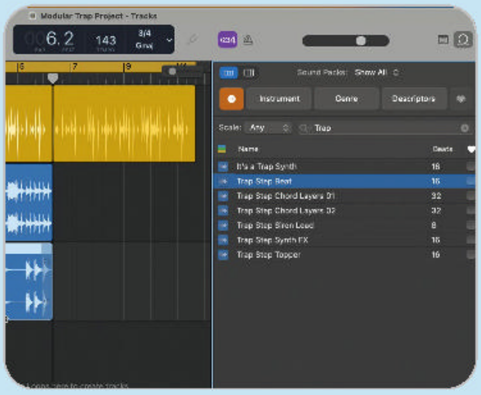
Add a new Drummer track to an empty project. We'll change the BPM tempo to around 143, the time signature to 3/4 and the key to G Major within the LCD.

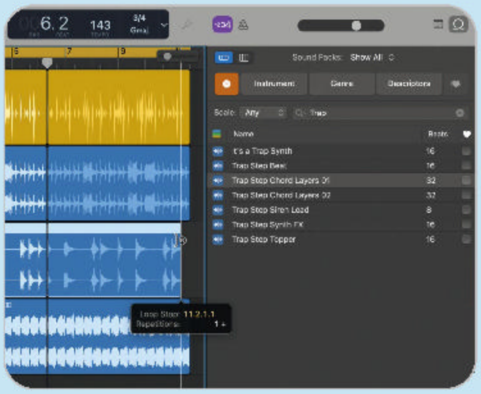
2 Player choice

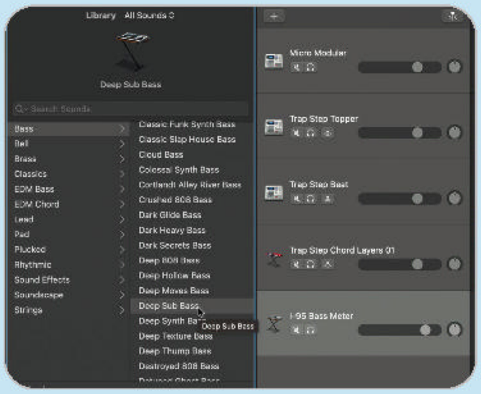
With the track selected, show the Library (Y) panel. Change our Drummer to Dez, found under 'Hip-Hop'. In 'Sounds', pick Electronic Drum Kit>Micro Modular.

3 Percussion tweaks

Open the Editors (E) panel. Keep the Concrete Jungle preset here with the XY puck as default. Click off the cymbal icon, set the hi-hat to 5 and Kick, Snare & Claps to 2.


Modular Trap Project - Tracks
6. 2
143
3/4
Gmaj
Instrument
Genre
Descriptors
Trap
It's a Trap Synth
Trap Step Beat
Trap Step Chord Layers 01
Trap Step Chord Layers 02
Trap Step Siren Lead
Trap Step Synth FX
Trap Step Topper


6. 2
143
3/4
Gmaj
Instrument
Genre
Descriptors
Trap
It's a Trap Synth
Trap Step Beat
Trap Step Chord Layers 01
Trap Step Chord Layers 02
Trap Step Siren Lead
Trap Step Synth FX
Trap Step Topper


Library
All Sounds
Deep Sub Bass
Bass
Bell
Brass
Classics
EDM Bass
EDM Chord
Lead
Pad
Plucked
Rhythmic
Sound Effects
Soundscape
Strings
Classic Funk Synth Bass
Classic Slap House Bass
Cloud Bass
Colossal Synth Bass
Cortlandt Alley River Bass
Crushed 808 Bass
Dark Glide Bass
Dark Heavy Bass
Dark Secrets Bass
Deep 808 Bass
Deep Hollow Bass
Deep Moves Bass
Deep Sub Bass
Deep Synth Bass
Deep Texture Bass
Deep Thump Bass
Destroyed 808 Bass
Micro Modular
Trap Step Topper
Trap Step Beat
Trap Step Chord Layers 01
I-95 Bass Meter

4 Layered beats

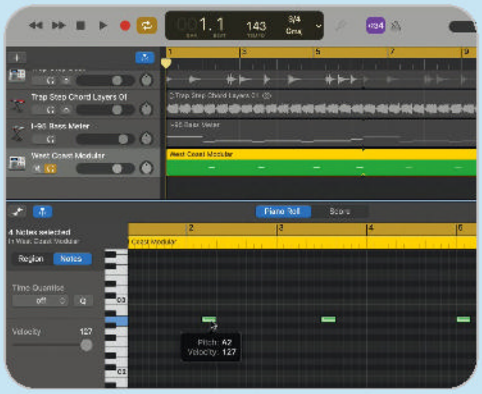
We've sized our Drummer region to span 6.2 bars, looped once. From the Loop Browser (O) we'll add two audio loops, 'Trap Step Topper' and 'Trap Step Beat'.

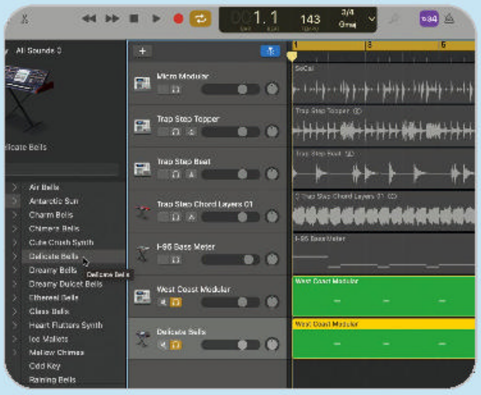
5 Synth chords

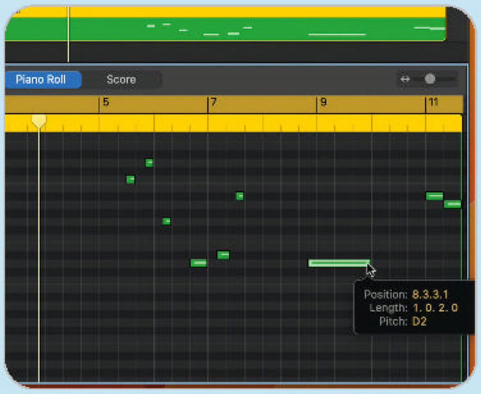
We need some subtle synths and 'Trap Step Chord Layers 01' is a great start. Drag this in under our percussion, sizing all the loops to span and loop under our Drummer.

6 Deep Sub Bass

For low-end throb we've added the 'I-95 Bass Meter' MIDI loop. Drag this in, size to fit and open the Library (Y) to swap in the patch to Synthesizer>Bass>Deep Sub Bass.


1. 1
143
3/4
Gmaj
Trap Step Chord Layers 01
I-95 Bass Meter
West Coast Modular
Piano Roll
Score
Region
Notes
Time Quantize
Velocity
Pitch: A2
Velocity: 127


1. 1
143
3/4
Gmaj
All Sounds
Delicate Bells
Air Bells
Antarctic Sun
Charm Bells
Chimera Bells
Cute Crash Synth
Dreamy Bells
Dreamy Dulcet Bells
Ethereal Bells
Glass Bells
Heart Flutters Synth
Ice Mallets
Mallet Chimes
Odd Key
Raining Bells
Micro Modular
Trap Step Topper
Trap Step Beat
Trap Step Chord Layers 01
I-95 Bass Meter
West Coast Modular
Delicate Bells


Piano Roll
Score
Position: 8.3.3.1
Length: 1. 0. 2. 0
Pitch: D2

7 Modular MIDI

On a new MIDI track, we've drawn some short note stabs in a region. Set the Library patch to 'West Coast Modular'. Add a few notes pitched at A2 on the piano roll.

8 Doubled down

Duplicate the track (cmd+D) and copy the region down from above with opt+drag. Change the Library patch to Synthesizer> Bell>Delicate Bells for added chime.

9 Melodic bells

We'll end with a bell-based melody. Using the Synthesizer>Bell>Soft Synth Bells patch, try drawing in a tuneful sprinkle of spooky notes that span the full 11.3 bars.

Logic Pro

Developer
Apple Inc

Difficulty
● ○ ○

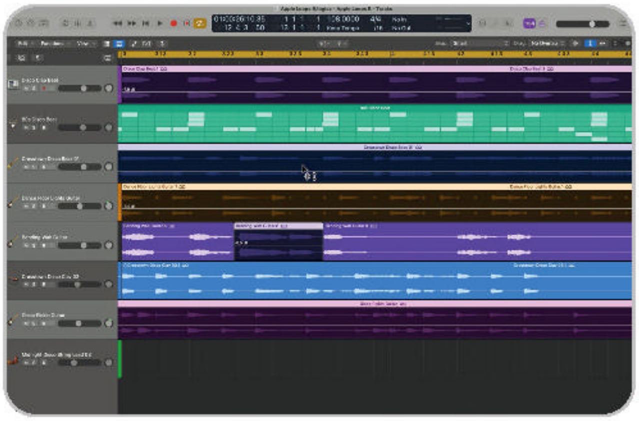
Time needed
20

• App credit: Apple Inc

Use Logic 10.7.5's new region Gain tool

Adjust the gain of individual regions with greater efficiency by utilising this new addition to Logic's toolbox

In a very welcome move, the recent 10.7.5 update of Logic Pro added 'Gain' to the toolbox. This newcomer's main job is to enable you to adjust the gain of individual audio regions directly from the main Tracks area, without having to navigate over to the region parameter box located above the channel inspector. This can be a great way to tweak the level of individual words within a vocal line without getting too bogged down in minute volume automation adjustments. If adjusting the gain of individual regions is something you do a lot of, this new tool is a major timesaver, and is incredibly easy to use.



The region Gain tool is useful for tweaking the level of individual vocals

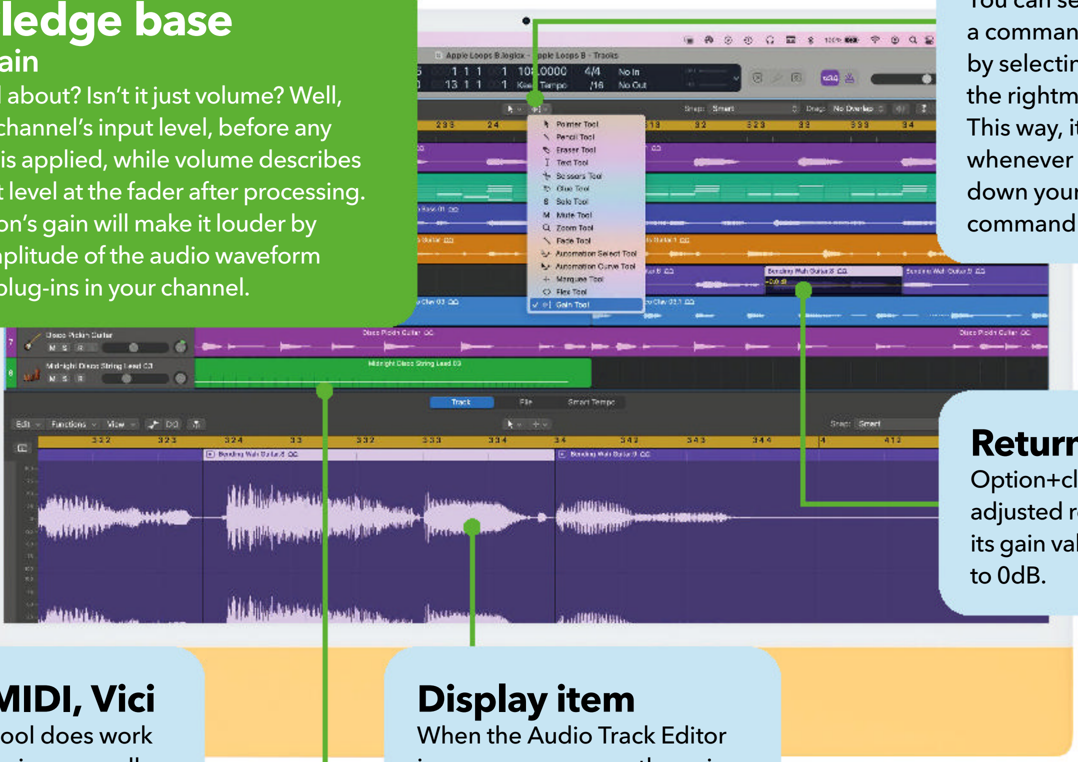
Gain of Zones

Quickly tweak the gain of individual regions with the Gain tool

Knowledge base

No pain no gain

So what is gain all about? Isn't it just volume? Well, gain applies to a channel's input level, before any other processing is applied, while volume describes the overall output level at the fader after processing. Turning up a region's gain will make it louder by increasing the amplitude of the audio waveform before it hits the plug-ins in your channel.



• Image credit: Apple Inc

Right on

You can set Gain up as a command-click tool by selecting it from the rightmost button. This way, it will appear whenever you hold down your computer's command key.

Return to zero

Option+click within an adjusted region to reset its gain value adjustment to 0dB.

Veni, MIDI, Vici

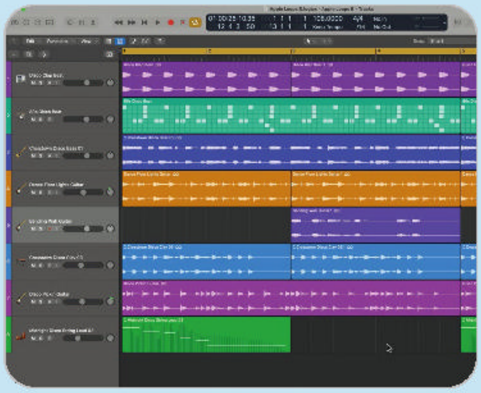
The Gain tool does work on MIDI regions as well as audio ones, but it affects the velocity of the notes within the region, rather than the actual loudness.

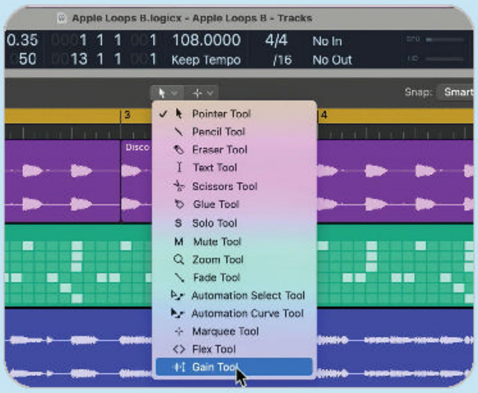
Display item

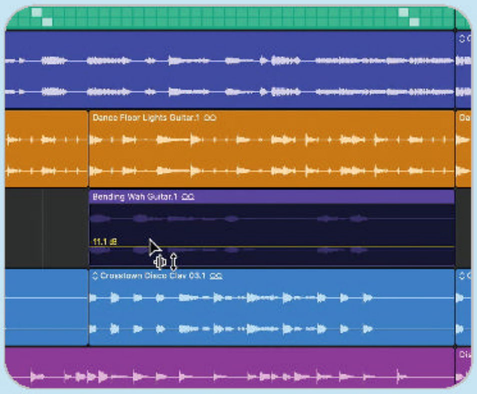
When the Audio Track Editor is open, you can see the gain change visually reflected in the editor's waveform display as you make the gain adjustment within the region.

Step-by-step

Edit with the Gain tool




Apple Loops B.logicx - Apple Loops B - Tracks
108.0000
4/4
Keep Tempo
/16
No In
No Out
Snap:
Smart
Disco
Pointer Tool
Pencil Tool
Eraser Tool
Text Tool
Scissors Tool
Glue Tool
Solo Tool
Mute Tool
Zoom Tool
Fade Tool
Automation Select Tool
Automation Curve Tool
Marquee Tool
Flex Tool
Gain Tool


Dance Floor Lights Guitar.1
Bending Wah Guitar.1
11.1 dB
Crosstown Disco Clav 03.1

1 Open project

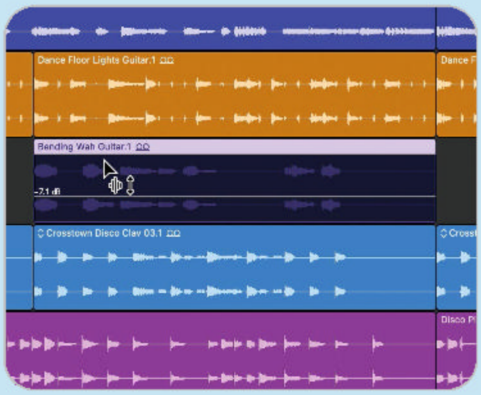
In a new Logic project, organise some audio regions into a basic arrangement. We've used some Apple Loops dragged in from the Loop Browser for our example.

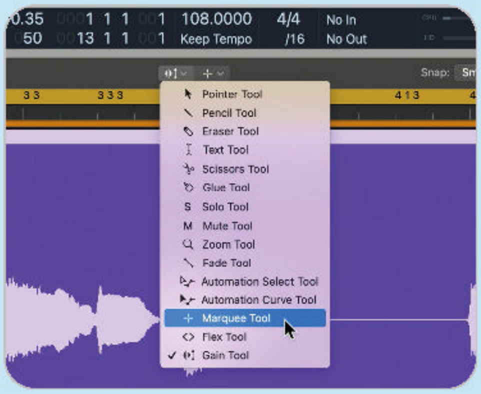
2 Find the Gain tool

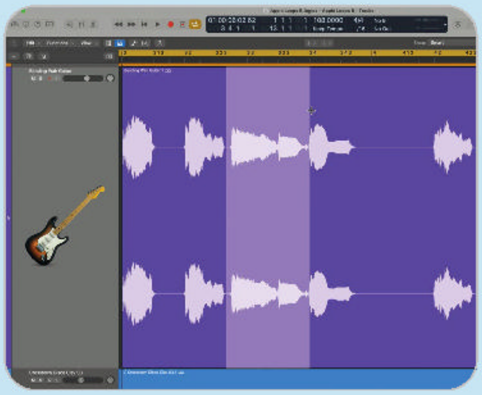
Click the left-hand toolbox button and select the 'Gain Tool' from the menu – it's the lowermost item. Alternatively, just hit your computer's 'T' key.

3 Thin yellow line

Hover the mouse pointer over the first region you want to adjust. This will show the current gain level as a horizontal yellow line, with the value displayed numerically in dB.


Dance Floor Lights Guitar.1
Bending Wah Guitar.1
-7.1 dB
Crosstown Disco Clav 03.1


108.0000
4/4
Keep Tempo
/16
No In
No Out
Snap:
Pointer Tool
Pencil Tool
Eraser Tool
Text Tool
Scissors Tool
Glue Tool
Solo Tool
Mute Tool
Zoom Tool
Fade Tool
Automation Select Tool
Automation Curve Tool
Marquee Tool
Flex Tool
Gain Tool



4 Adjust gain

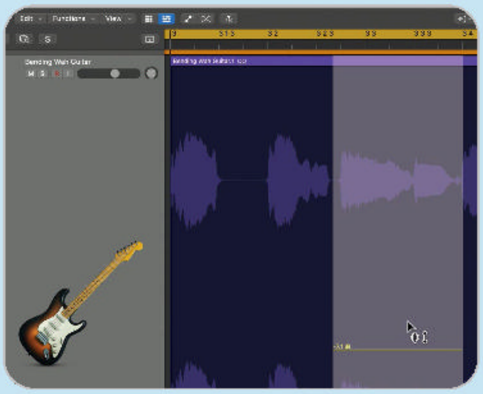
Drag the pointer vertically to increase or decrease the gain. The numerical gain value and the in-region waveform display both update as you drag.

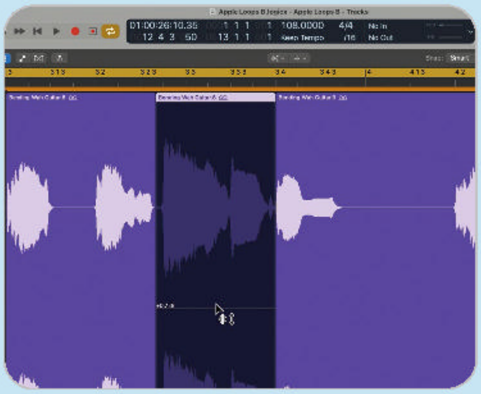
5 Marquee tool

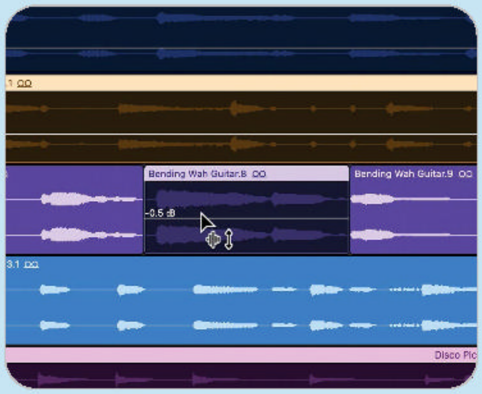
In order to adjust the gain of just a section of the audio within a region, you need to first select the 'Marquee Tool' from the main toolbox.

6 Make a selection

You can now use the Marquee tool to draw a selection window around the section of audio that you want to adjust the level of. Just click and drag.






Bending Wah Guitar.8
Bending Wah Guitar.9
-0.5 dB
Disco Pl

7 Back again

Switch back to the Gain tool and hover the pointer over your Marquee selection. The yellow line will appear within the selection area, as seen here.

8 Just a slice

Next, click-hold and drag vertically on the yellow line. This time, the adjustment will only be made to the audio that your selection encompasses.

9 Regional variety

To edit multiple regions at once, simply select the regions and adjust the yellow line for one of them to tweak the value for all selected regions.

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Freeform

Developer
Apple Inc

Difficulty
● ○ ○

Time needed
12

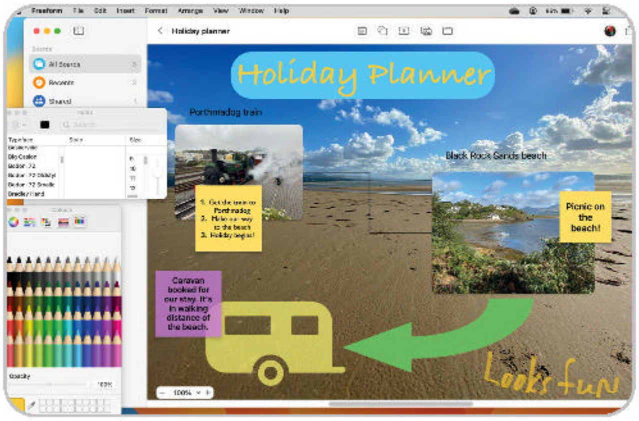
• App credit: Apple Inc

Get started with Freeform, the visual collaboration tool

Freeform is a great new addition to Apple's app collection. Get to know the basics of how it works on your Mac

Freeform is Apple's version of a whiteboard app and it was a long time coming, but it is finally here. The app is available on the Mac, iPhone and iPad and the boards you create on one device are synced to all your other devices. Freeform is like a blank digital canvas onto which you can place text, photos and other images, clipart, notes, links, and even files.

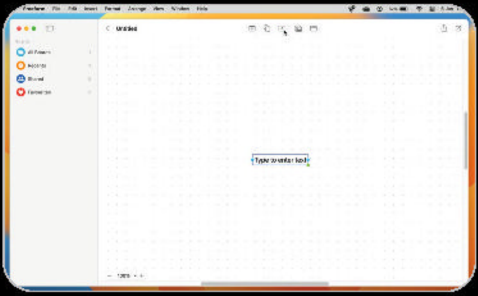
It is a great place to brainstorm ideas for projects, to collect information, to create plans for work, and so on. Plus, there are plenty of hidden features that are very handy to know. Here we take you through the basics of creating your first board, and how to share it with others.


Freeform File Edit Insert Format Arrange View Window Help
Holiday planner
Holiday Planner
Porthmadog train
Black Rock Sands beach
1. Get the train to Porthmadog
2. Make our way to the beach
3. Holiday begins!
Picnic on the beach!
Caravan booked for our stay. It's in walking distance of the beach.
Looks fun
100%

Create boards for personal or work use and invite friends or co-workers

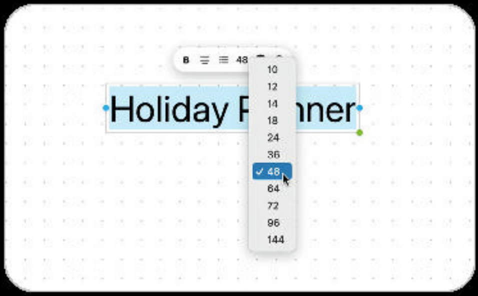
Step-by-step

Create your first Freeform board


Untitled
Type to enter text

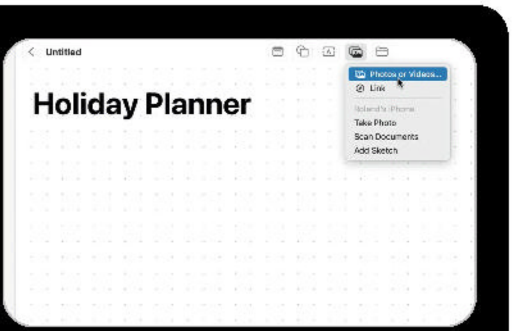
1 Use the toolbar

Start a new board and you are presented with a blank canvas. Use the toolbar at the top to add content to it. For example, click the 'A' icon to add text.


Holiday Planner
48
10
12
14
18
24
36
48
64
72
96
144

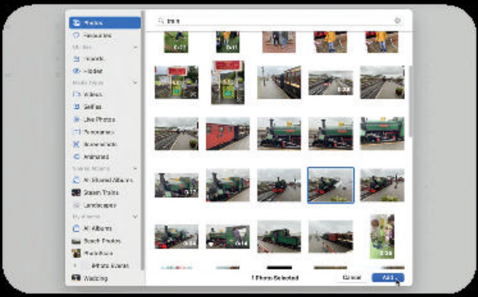
2 Show object menus

Click an object on the canvas to show a menu. It varies depending on the object. Click a text object, select the text and set the alignment, size and other attributes.


Untitled
Holiday Planner
Photos or Videos...
Link
Roland's iPhone
Take Photo
Scan Documents
Add Sketch

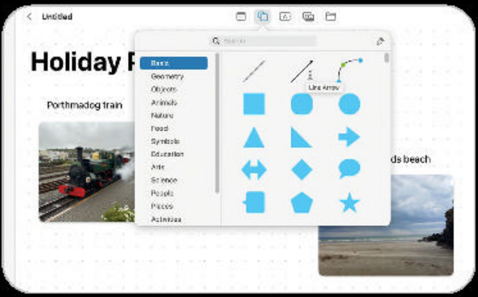
3 Add images

Click the picture icon in the toolbar. This menu enables you to use your iPhone to take photos, scan in documents and add sketches, but we'll select 'Photos or Videos'.


1 Photo Selected
Cancel
Add

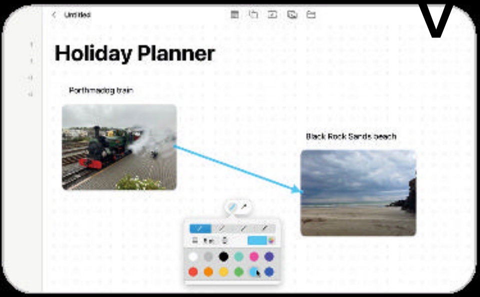
4 Select media

A Photos library browser appears and shows your photographs and video clips. Click one item to select it or cmd+click several, and then click 'Add' to insert them.


Untitled
Holiday P
Porthmadog train
Basic
Geometry
Objects
Animals
Nature
Food
Symbols
Education
Arts
Science
People
Places
Activities
Line Arrow
ds beach

5 Add shape objects

Click the shapes button in the toolbar to browse the collection of shapes. They are organised into categories. At the top are three types of lines. Select the Line Arrow.


Untitled
Holiday Planner
Porthmadog train
Black Rock Sands beach

6 Customise and tweak

Draw a line between two objects. Click it to select it and show a properties panel. Select the line style, like solid or dotted, set the line thickness, and pick a colour.

Freeform features

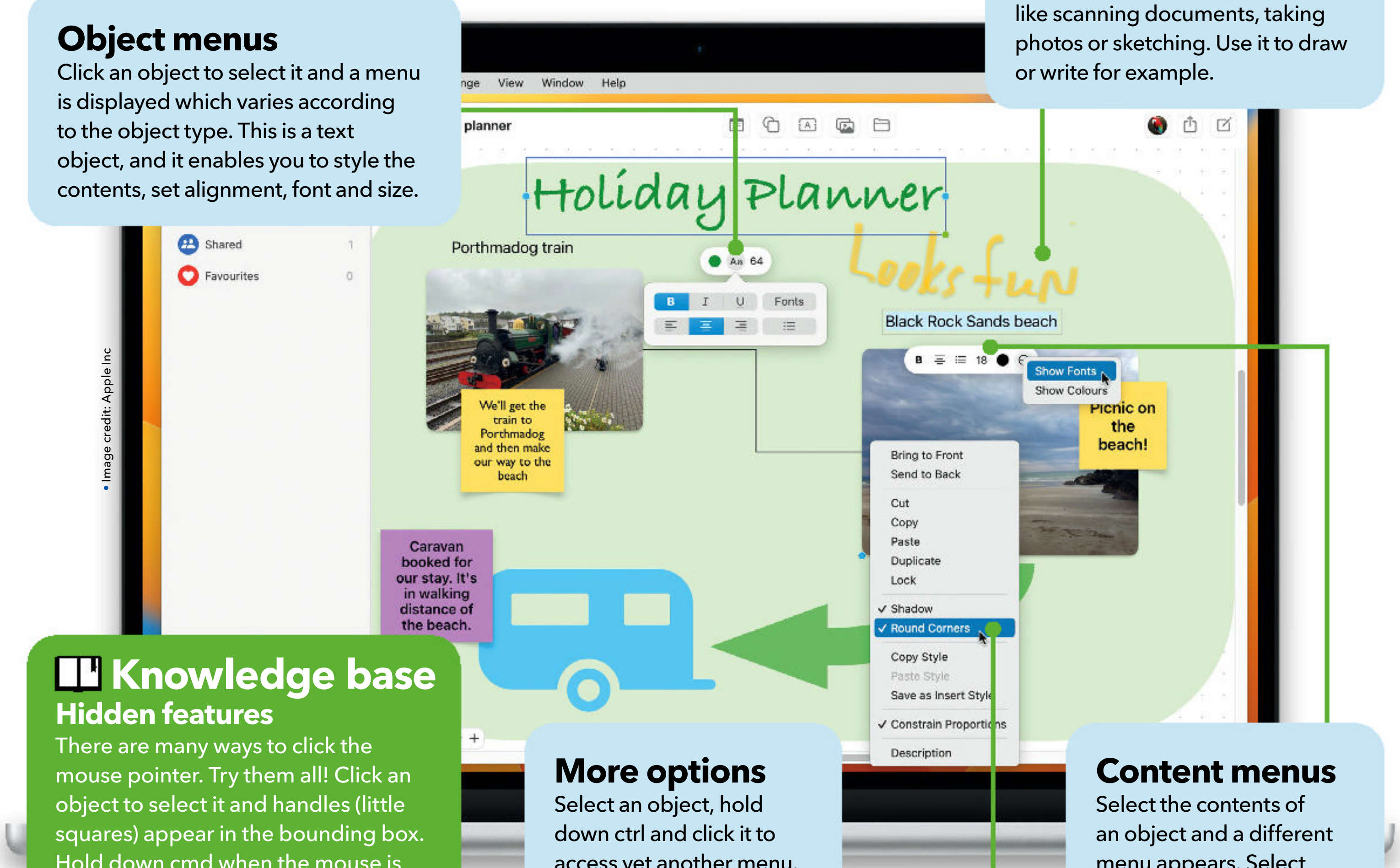
Get to know the app's best bits

Object menus

Click an object to select it and a menu is displayed which varies according to the object type. This is a text object, and it enables you to style the contents, set alignment, font and size.

Insert from iPhone

Click the picture icon in the toolbar and if you have an iPhone or iPad, extra items appear on it, like scanning documents, taking photos or sketching. Use it to draw or write for example.


nge View Window Help
planner
Holiday Planner
Looks fun
Porthmadog train
Aa 64
B I U Fonts
Black Rock Sands beach
B 18
Show Fonts
Show Colours
Shared 1
Favourites 0
Bring to Front
Send to Back
Cut
Copy
Paste
Duplicate
Lock
✓ Shadow
✓ Round Corners
Copy Style
Paste Style
Save as Insert Style
✓ Constrain Proportions
Description

We'll get the train to Porthmadog and then make our way to the beach

Picnic on the beach!

Caravan booked for our stay. It's in walking distance of the beach.

Image credit: Apple Inc

Knowledge base

Hidden features

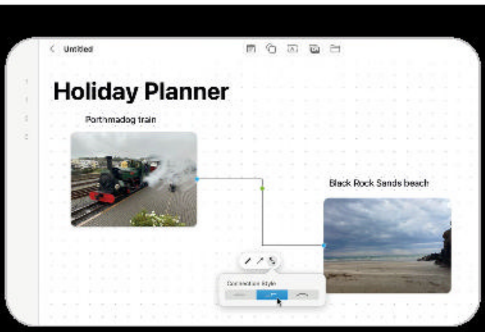
There are many ways to click the mouse pointer. Try them all! Click an object to select it and handles (little squares) appear in the bounding box. Hold down cmd when the mouse is over a handle and resize becomes rotate. Cmd+click and drag a corner to rotate an object. Press shift+cmd and click and drag a corner to rotate the object in 45-degree steps.

More options

Select an object, hold down ctrl and click it to access yet another menu. It varies with the object and this image menu has shadow and corner effects, placement options and more.

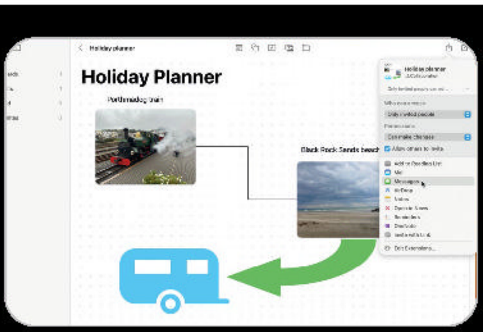
Content menus

Select the contents of an object and a different menu appears. Select text in a text object for example, and this menu is shown. Some options are the same as the object menu, others are different.


Untitled
Holiday Planner
Porthmadog train
Black Rock Sands beach

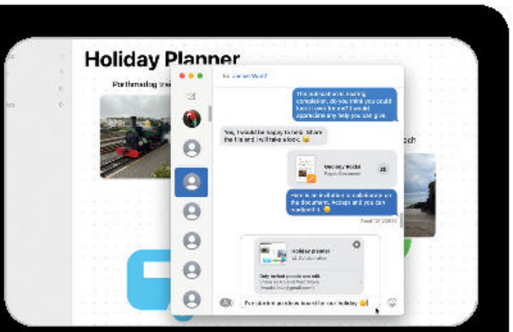
7 Connect related objects

Select the line, press backspace to delete it, then add a connector line. Drag the ends to snap them to objects. Select the connector and choose the style, like this one.


Holiday planner
Holiday Planner
Porthmadog train
Black Rock Sands beach

8 Share with others

Friends, relatives or work colleagues can collaborate on a board simultaneously. Click the share button in the top-right corner and select 'Messages' to invite people to it.


Holiday Planner
Porthmadog train

9 Send the invitation

The Messages app appears with an invite already in the messages queue. Add your own message and send it. When the person clicks the invite, they join the board.

System Settings

Developer
Apple Inc

Difficulty
○ ● ○

Time needed
11

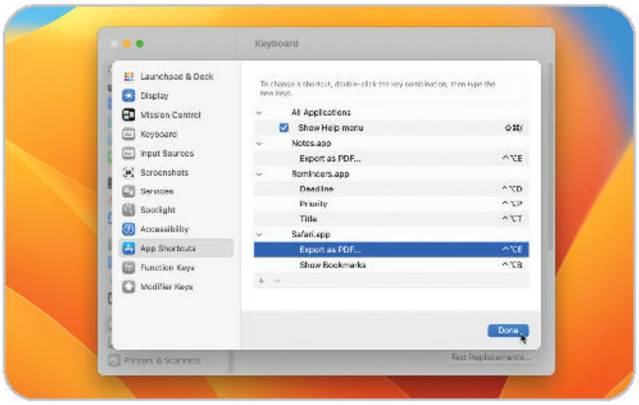
• App credit: Apple Inc

Boost efficiency with app shortcuts in Ventura

Create missing shortcuts in your favourite apps to make it easier and quicker to access common functions

Open an app's menu and on the right-hand side may be some keyboard shortcuts that enable you to execute tasks by pressing a combination of keys. A typical example is cmd+S, which is a very common way to execute the File>Save command in a wide range of apps.

Some menus in apps do not have shortcuts and they must be accessed using the trackpad or mouse, which is slower and more cumbersome. Here we show how to add the missing shortcuts in apps. If there is a menu item you often use and there is no shortcut, you can just add it yourself.



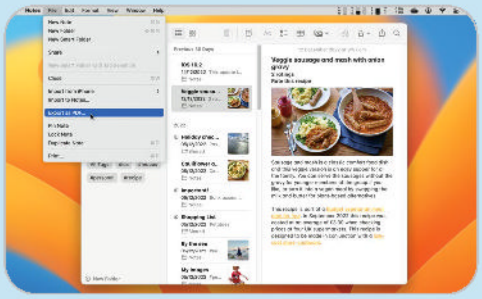
To change a shortcut, double-click the key combination, then type the new keys.

All Applications
☑ Show Help menu ⇧⌘/
Notes.app
Export as PDF... ^⌥E
Reminders.app
Deadline ^⌥D
Priority ^⌥P
Title ^⌥T
Safari.app
Export as PDF... ^⌥E
Show Bookmarks ^⌥B

Build up a collection of keyboard shortcuts for apps to save time and effort accessing menus

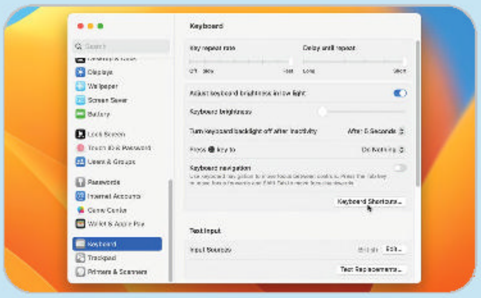
Step-by-step

Define shortcuts for apps



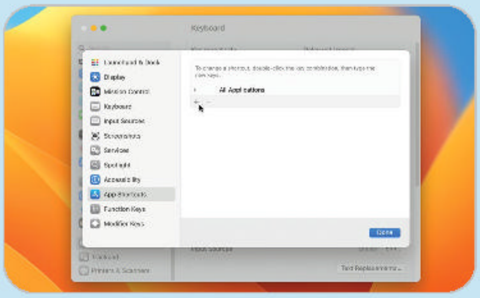
1 Look for menus

Open an app like Notes and look at the menus. In the File menu, some items have a keyboard shortcut, but 'Export as PDF…' does not. If you often use it, create your own.



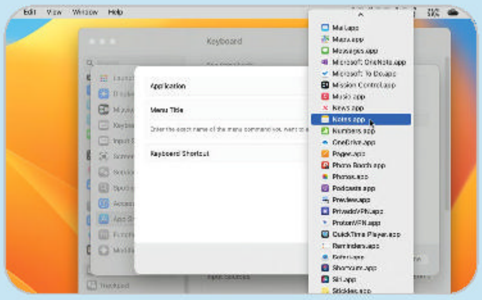
2 Open Keyboard Shortcuts

Open the System Settings, scroll down to the bottom of the categories list on the left and select 'Keyboard'. The item we need is on the right. Click 'Keyboard Shortcuts'.



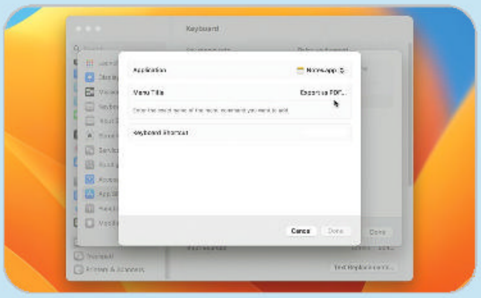
3 Open App Shortcuts

A new window opens and keyboard shortcuts are organised into categories on the left. We want to create app shortcuts, so select it. Click '+' to create a new one.



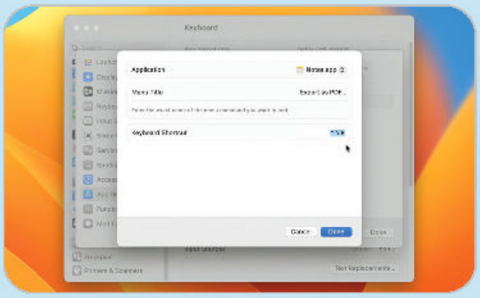
4 Pick an app

Click the 'Application' button at the top of the window that appears, and a list of apps is displayed. We want to create a shortcut for Notes, so select it in the list.



5 Add the menu

Click at the right side of the 'Menu Title' box and enter the menu item you want to access with a shortcut. Enter it exactly as it appears in the Notes app or it won't work.



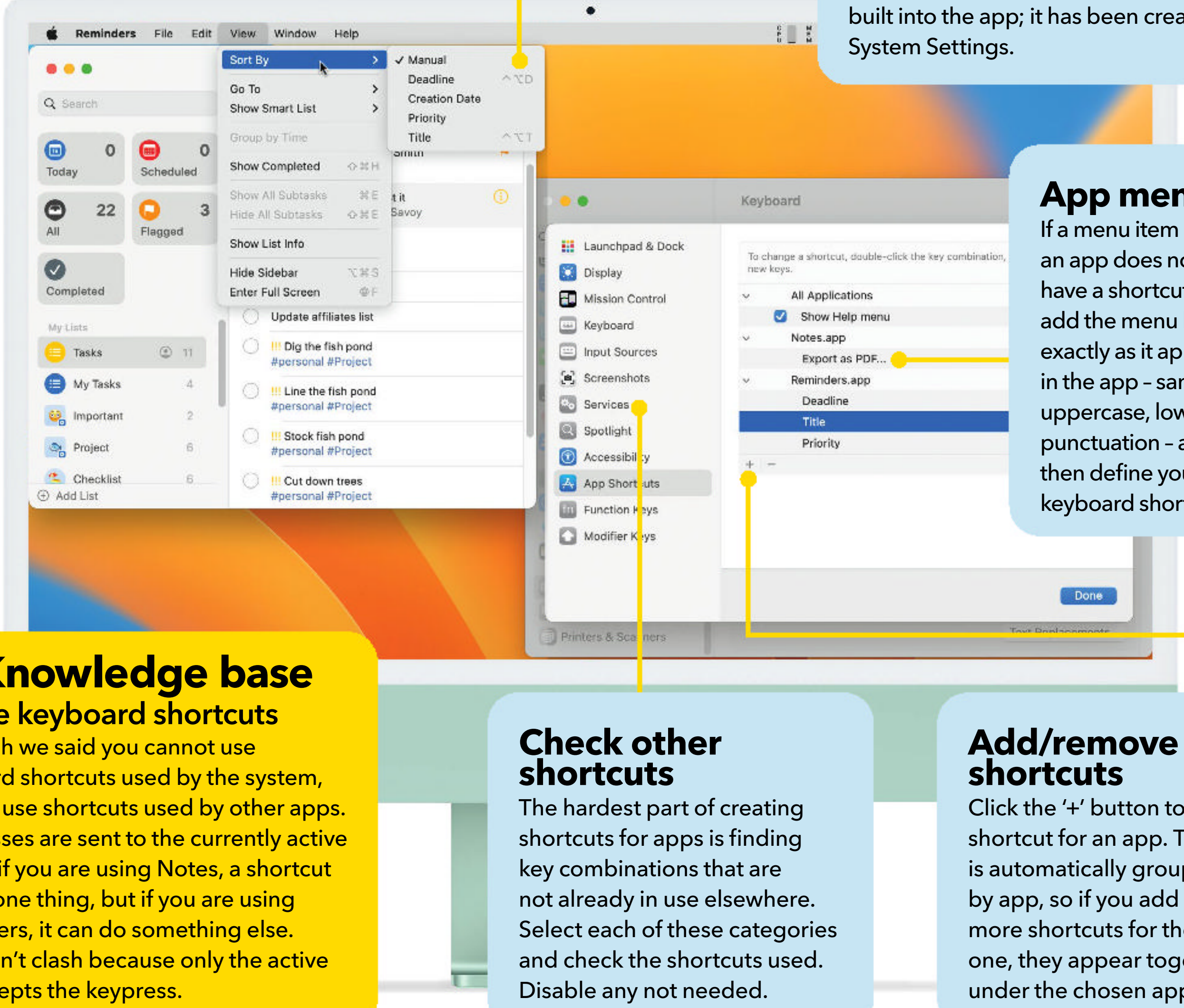
6 Define the shortcut

Click at the right side of 'Keyboard Shortcut'. Press the keys to use for the shortcut, like ctrl+opt+E for Export as PDF. Click the 'Done' button and try it in Notes.

Speedy shortcuts

Create shortcuts for menus in apps

Image credit: Apple Inc


Reminders
File
Edit
View
Window
Help
Sort By
Go To
Show Smart List
Group by Time
Show Completed
Show All Subtasks
Hide All Subtasks
Show List Info
Hide Sidebar
Enter Full Screen
✓ Manual
Deadline
Creation Date
Priority
Title
Search
Today 0
Scheduled 0
All 22
Flagged 3
Completed
My Lists
Tasks 11
My Tasks 4
Important 2
Project 6
Checklist 6
Add List
Update affiliates list
!!! Dig the fish pond #personal #Project
!!! Line the fish pond #personal #Project
!!! Stock fish pond #personal #Project
!!! Cut down trees #personal #Project
Keyboard
Launchpad & Dock
Display
Mission Control
Keyboard
Input Sources
Screenshots
Services
Spotlight
Accessibility
App Shortcuts
Function Keys
Modifier Keys
To change a shortcut, double-click the key combination, then type the new keys.
All Applications
☑ Show Help menu
Notes.app
Export as PDF...
Reminders.app
Deadline
Title
Priority
+ −
Done
Printers & Scanners
Text Replacements

Make your own

At the right side of menu items in apps is the keyboard shortcut. If it is blank, create your own shortcut. This one is not built into the app; it has been created in System Settings.

App menus

If a menu item in an app does not have a shortcut, add the menu here exactly as it appears in the app – same uppercase, lowercase, punctuation – and then define your own keyboard shortcut.

Knowledge base

Re-use keyboard shortcuts

Although we said you cannot use keyboard shortcuts used by the system, you can use shortcuts used by other apps. Keypresses are sent to the currently active app, so if you are using Notes, a shortcut can do one thing, but if you are using Reminders, it can do something else. They don't clash because only the active app accepts the keypress.

Check other shortcuts

The hardest part of creating shortcuts for apps is finding key combinations that are not already in use elsewhere. Select each of these categories and check the shortcuts used. Disable any not needed.

Add/remove shortcuts

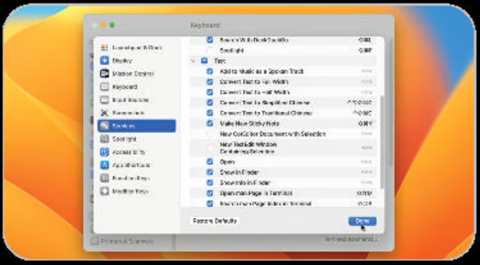
Click the '+' button to add a shortcut for an app. The list is automatically grouped by app, so if you add two or more shortcuts for the same one, they appear together under the chosen app.

Step-by-step

Set a unique key combination

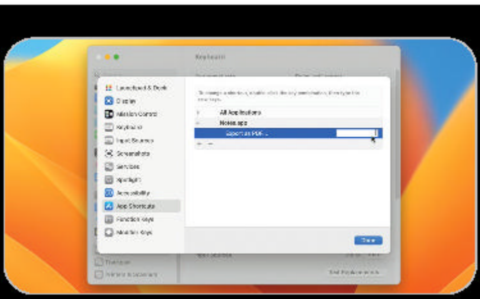
View and edit shortcuts

After creating a shortcut for an app, you may find that it does not work. This can happen when it clashes with the same key combination used for another keyboard shortcut. There are many shortcuts in macOS, like file functions in Finder, screenshot shortcuts, accessibility shortcuts and so on. Look which keyboard shortcuts are in use already and then edit your own shortcuts, replacing the current key combinations to avoid a clash.



1 Check system shortcuts

Before you assign a keyboard shortcut to an app, check to see what is already in use. Go to System Settings>Keyboard>Keyboard Shortcuts and select the categories in the sidebar. Expand the sections.



2 Edit key selection

System shortcuts have checkboxes to enable or disable them. Either disable a system shortcut that is clashing or click your own app shortcut in the list and assign a different key combination.

macOS Ventura

Developer
Apple Inc

Difficulty
● ○ ○

Time needed
08

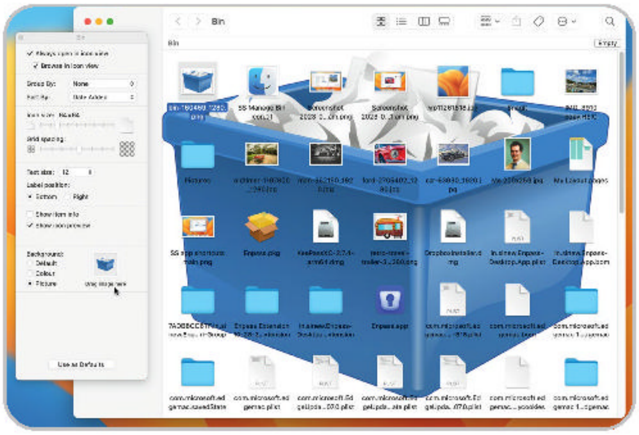
App credit: Apple Inc

Customise your Mac Bin and easily recover deleted files

There are more ways to manage the Mac's Bin than you might think – sort its contents to your preferences

Long-time users of macOS may recall the days when the Bin, or Trash as it was called until 2019, had hardly any features. It stored deleted files, and you could recover them. There was little customisation and few features. Fast forward to today and the Bin is as fully featured as any other folder on the Mac's drive.

The Bin grows as you delete files, and this makes it hard to find items you need to recover. You can customise the Bin's view to make it easier to track down files that were accidentally deleted, change the text size, select a different view, and group files by their type, date or other attributes. Finding files has never been so easy.



The Bin doesn't need to be boring. Customise the view, add a background and more

Explore the Bin

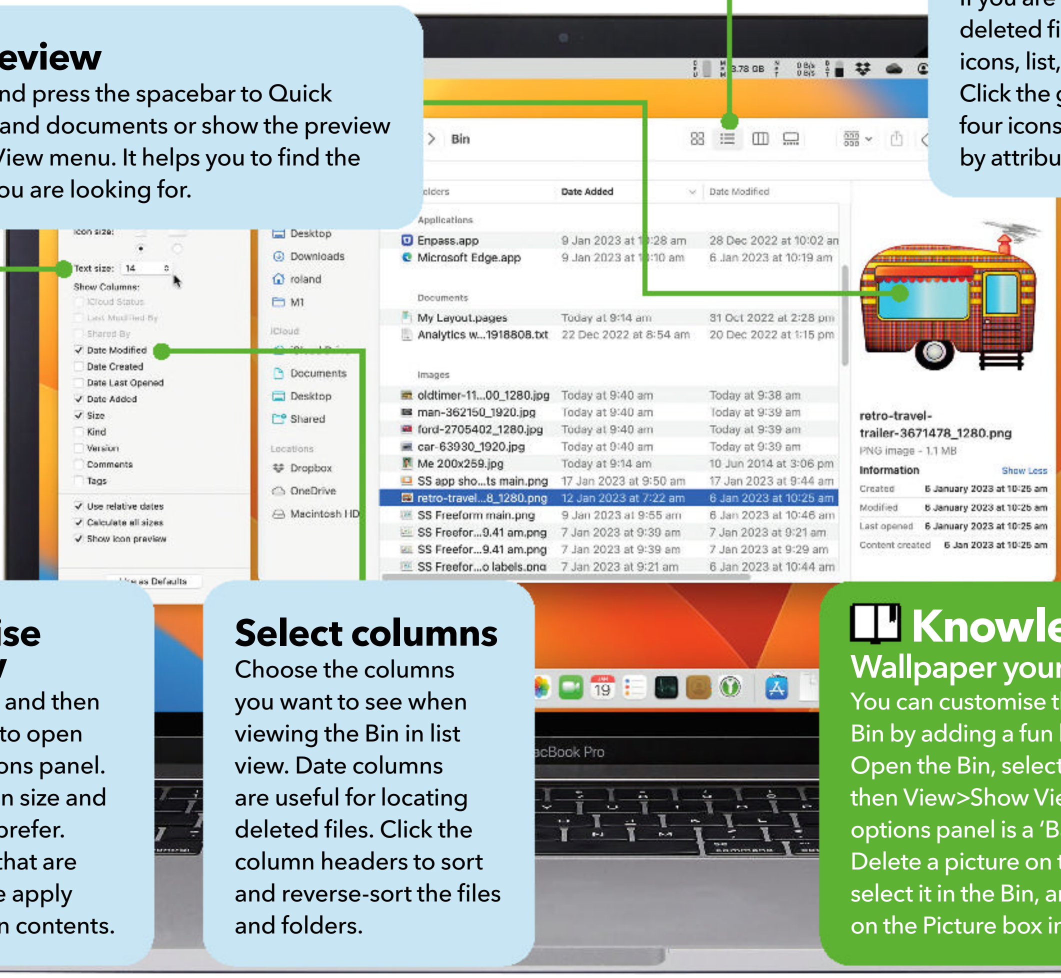
Organise its contents and locate deleted items with ease

Views and groups

If you are struggling to find a deleted file, switch views to icons, list, columns or gallery. Click the grid icon after these four icons to organise items by attributes like kind or date.

See a preview

Select a file and press the spacebar to Quick Look images and documents or show the preview pane on the View menu. It helps you to find the deleted file you are looking for.



Icon size:
Text size: 14
Show Columns:
☐ iCloud Status
☐ Last Modified By
☐ Shared By
☑ Date Modified
☐ Date Created
☐ Date Last Opened
☑ Date Added
☑ Size
☐ Kind
☐ Version
☐ Comments
☐ Tags
☑ Use relative dates
☑ Calculate all sizes
☑ Show icon preview

	Date Added	Date Modified
Applications		
Enpass.app	9 Jan 2023 at [illegible]:28 am	28 Dec 2022 at 10:02 an
Microsoft Edge.app	9 Jan 2023 at [illegible]:10 am	6 Jan 2023 at 10:19 am
Documents		
My Layout.pages	Today at 9:14 am	31 Oct 2022 at 2:28 pm
Analytics w...1918808.txt	22 Dec 2022 at 8:54 am	20 Dec 2022 at 1:15 pm
Images		
oldtimer-11...00_1280.jpg	Today at 9:40 am	Today at 9:38 am
man-362150_1920.jpg	Today at 9:40 am	Today at 9:39 am
ford-2705402_1280.jpg	Today at 9:40 am	Today at 9:39 am
car-63930_1920.jpg	Today at 9:40 am	Today at 9:39 am
Me 200x259.jpg	Today at 9:14 am	10 Jun 2014 at 3:06 pm
SS app sho...ts main.png	17 Jan 2023 at 9:50 am	17 Jan 2023 at 9:44 am
retro-travel...8_1280.png	12 Jan 2023 at 7:22 am	6 Jan 2023 at 10:25 am
SS Freeform main.png	9 Jan 2023 at 9:55 am	6 Jan 2023 at 10:46 am
SS Freefor...9.41 am.png	7 Jan 2023 at 9:30 am	7 Jan 2023 at 9:21 am
SS Freefor...9.41 am.png	7 Jan 2023 at 9:39 am	7 Jan 2023 at 9:29 am
SS Freefor...o labels.png	7 Jan 2023 at 9:21 am	6 Jan 2023 at 10:44 am

retro-travel-trailer-3671478_1280.png
PNG image - 1.1 MB
Information — Show Less
Created: 6 January 2023 at 10:25 am
Modified: 6 January 2023 at 10:25 am
Last opened: 6 January 2023 at 10:25 am
Content created: 6 Jan 2023 at 10:25 am

Customise the view

Open the Bin and then press cmd+J to open the view options panel. Select the icon size and text size you prefer. Any settings that are changed here apply only to the Bin contents.

Select columns

Choose the columns you want to see when viewing the Bin in list view. Date columns are useful for locating deleted files. Click the column headers to sort and reverse-sort the files and folders.

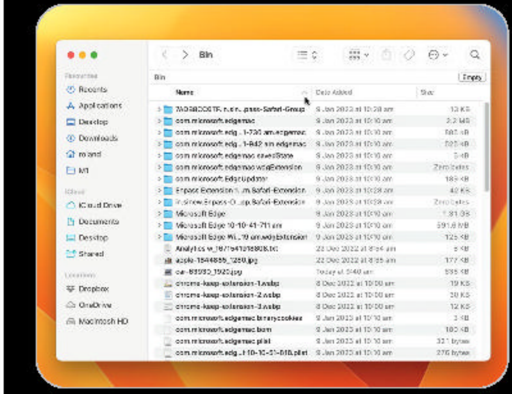
Knowledge base

Wallpaper your Bin

You can customise the look of the Bin by adding a fun background to it. Open the Bin, select View>As List, and then View>Show View Options. In the options panel is a 'Background' section. Delete a picture on the Mac's disk, select it in the Bin, and drag and drop it on the Picture box in the panel.

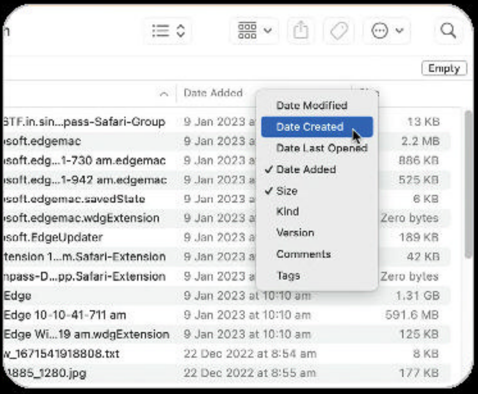
Step-by-step

Organise the Bin and find what you need



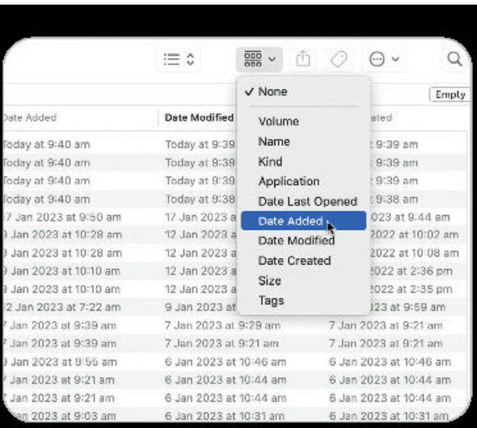
1 Get sorted

Open the Bin and if it does not open in list view, select it on the View menu. Click any column header to sort by that attribute and then click again to reverse the sort.


Empty
Date Added
Date Modified
Date Created
Date Last Opened
✓ Date Added
✓ Size
Kind
Version
Comments
Tags

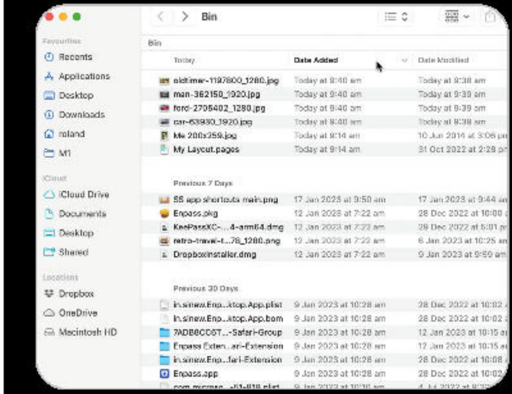
2 Add more columns

Ctrl+click any column header in list view to show a list of possible columns. Tick the ones you want. Add more date columns to make it easier to find deleted files.


Empty
✓ None
Volume
Name
Kind
Application
Date Last Opened
Date Added
Date Modified
Date Created
Size
Tags

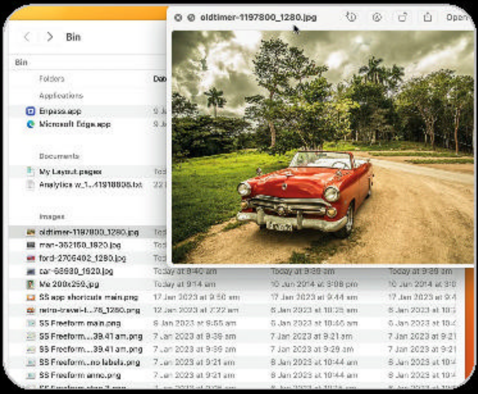
3 Group Bin contents

In addition to sorting by dates, you can also organise the Bin contents by various attributes. Click the Group icon and select an attribute like 'Date Added' from the menu.


Bin
Date Added
Date Modified
Previous 7 Days
Previous 30 Days

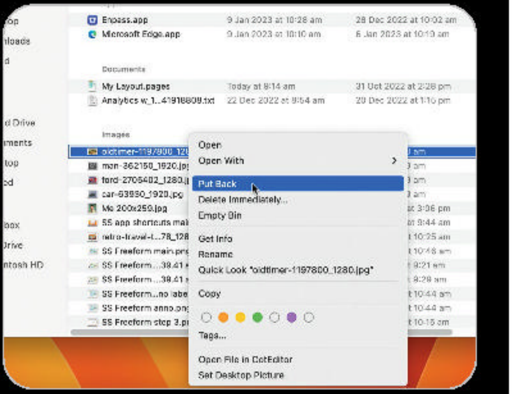
4 Sort and find

With the Bin contents grouped by date, click 'Date Added' to sort within groups by date. This makes it easier to find a file you accidentally deleted and need to recover.


oldtimer-1197800_1280.jpg

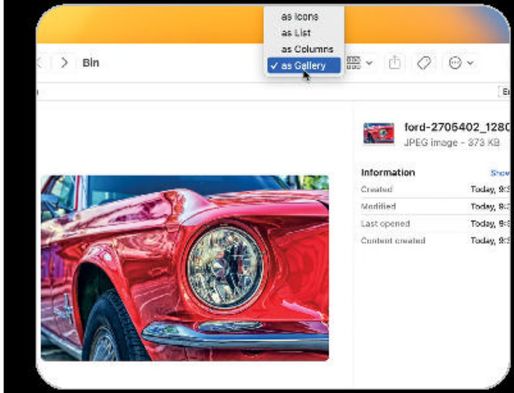
5 Use Quick Look

A filename is not always sufficient to locate a deleted file to recover. Quick Look was not available in old versions of macOS, but now just tap the spacebar to view a file.


Open
Open With
Put Back
Delete Immediately...
Empty Bin
Get Info
Rename
Quick Look "oldtimer-1197800_1280.jpg"
Copy
Tags...
Open File in CotEditor
Set Desktop Picture

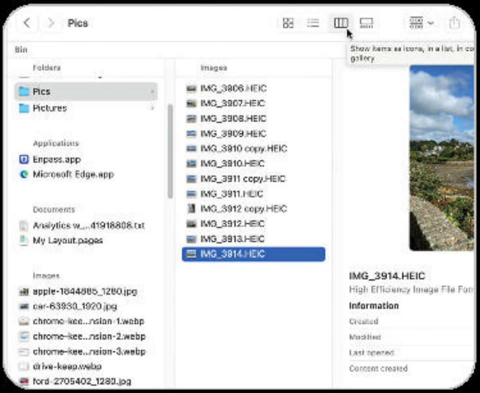
6 Put it back

Files and folders can be dragged out of the Bin to Finder, but ctrl+click an item and there is an option to 'Put Back', which moves it to the folder it was deleted from.


as Icons
as List
as Columns
✓ as Gallery
Bin
ford-2705402_1280
JPEG image - 373 KB
Information

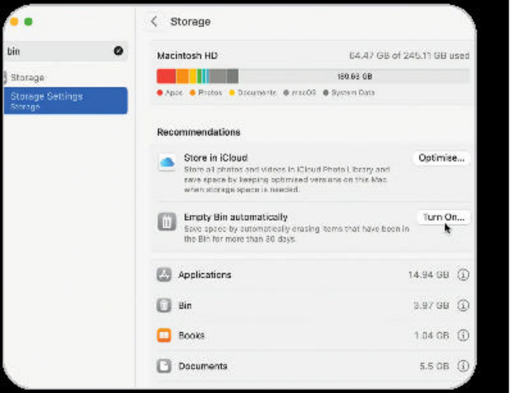
7 View as Gallery

A good way to locate files in the Bin is to switch to Gallery view. Select it on the View menu or in the toolbar. This is great for images. Ctrl+click to restore them.


Pics
IMG_3914.HEIC
High Efficiency Image File Format
Information

8 View as columns

If the Bin contains folders and you need to find lost files, switch to Columns view in the View menu or toolbar. Widen the Bin window and select folders and subfolders.


Storage
Macintosh HD
Recommendations
Store in iCloud
Optimise...
Empty Bin automatically
Turn On...
Applications
Bin
Books
Documents

9 Manual vs automatic

Open System Settings>General> Storage. Click 'Turn On' to auto-delete Bin contents after 30 days. Click 'i' to the right of 'Bin' to explore it from within Settings.

Screenshot

Developer
Apple Inc

Difficulty
○ ● ○

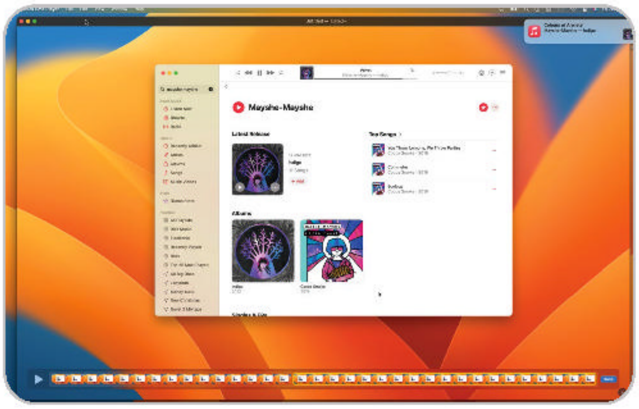
Time needed
15

App credit: Apple Inc

Record your Mac's screen using the Screenshot app

Create tutorials, guides and training materials by recording the screen as a video complete with sound

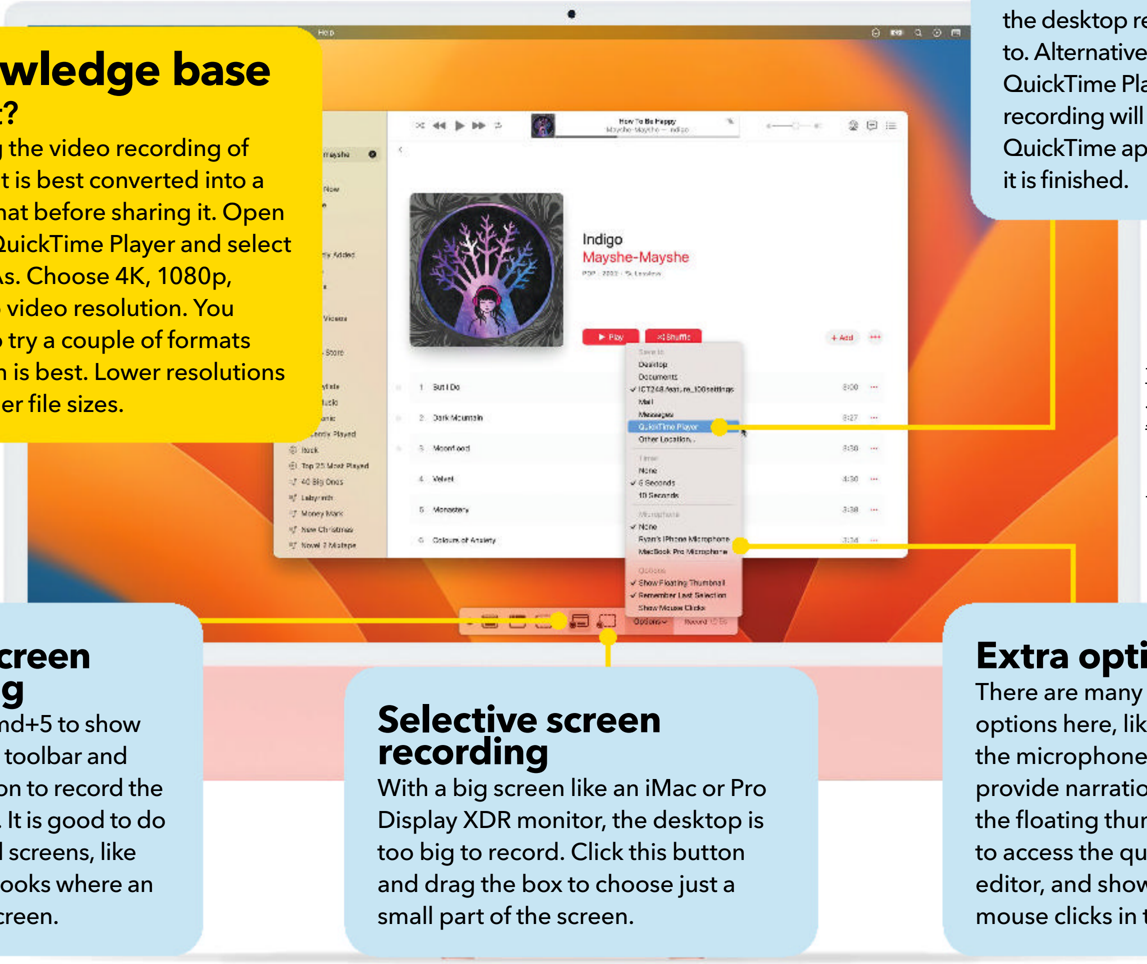
To produce attractive guides, courses and training materials about the Mac, software or services, record the screen and save it as a video you can share. Screen recordings have many uses and you might need to create recordings for work, but it could be simply showing a friend or relative how to do something on their Mac that they are having difficulty with. Instead of explaining in words, you could simply record your screen and send them the video. Screen recording has been around for some time, but more features have been added in recent updates. A keypress and click is all it takes to start recording.



You can create quick and easy tutorial features using your Mac's built-in Screenshot utility...

Desktop recording

Configure the screen capture options



Indigo
Mayshe-Mayshe
Save to
Desktop
Documents
Mail
Messages
QuickTime Player
Other Location...
Timer
None
5 Seconds
10 Seconds
Microphone
None
Ryan's iPhone Microphone
MacBook Pro Microphone
Options
Show Floating Thumbnail
Remember Last Selection
Show Mouse Clicks

Image credit: Apple Inc

Select save location

Choose a folder to save the desktop recording to. Alternatively, choose QuickTime Player and the recording will open in the QuickTime app as soon as it is finished.

Whole screen recording

Press shift+cmd+5 to show the recording toolbar and click this button to record the whole screen. It is good to do this with small screens, like 13-inch MacBooks where an app fills the screen.

Selective screen recording

With a big screen like an iMac or Pro Display XDR monitor, the desktop is too big to record. Click this button and drag the box to choose just a small part of the screen.

Extra options

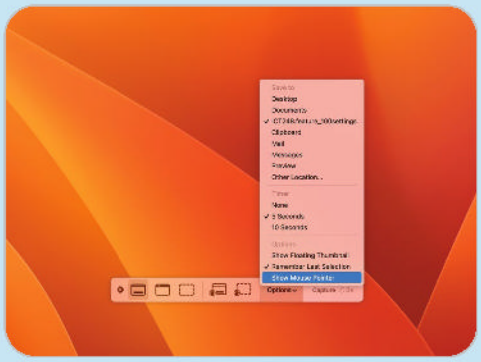
There are many useful options here, like enabling the microphone so you can provide narration, display the floating thumbnail to access the quick trim editor, and show your mouse clicks in the video.

Knowledge base

What next?

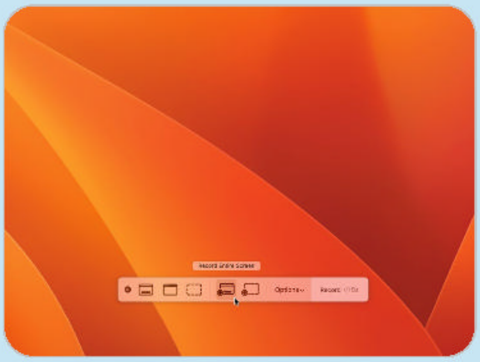
After creating the video recording of the desktop, it is best converted into a common format before sharing it. Open the video in QuickTime Player and select File>Export As. Choose 4K, 1080p, 720p or 480p video resolution. You might want to try a couple of formats and see which is best. Lower resolutions result in smaller file sizes.

Step-by-step Create desktop recordings



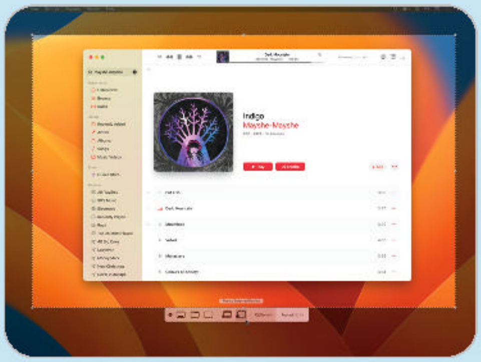
1 Configure the options

Press shift+cmd+5 to launch the app and click 'Options' in the toolbar. Do you want to record your voice? Where should it be saved? Set your preferred options here.



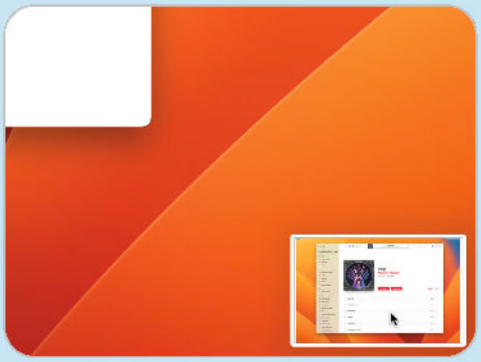
2 Record the screen

When you want to begin recording the screen, press shift+cmd+5 and click the fourth icon in the toolbar. This records the whole screen, which can be useful.



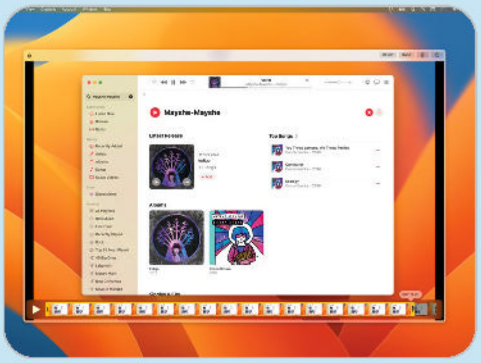
3 Record an area

You might not want to record the whole screen and certainly not with a 27-inch iMac. Click the fifth icon to record an area of the screen. Resize and move the outlined area.



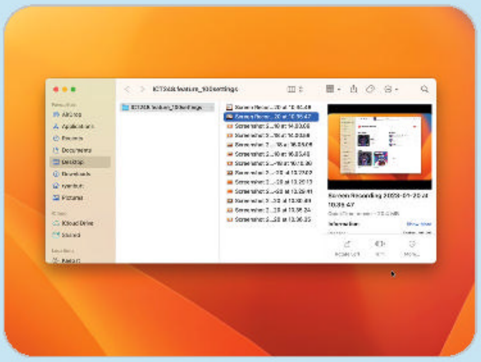
4 End the recording

While recording, a new icon will be displayed in your Mac menu bar. End the recording by clicking this Stop button, then click on the thumbnail to open the recording.



5 Trim the video

A video preview window opens. Click the Trim button in the toolbar at the top to show a filmstrip at the bottom. Drag the yellow handles at each end to trim the video.



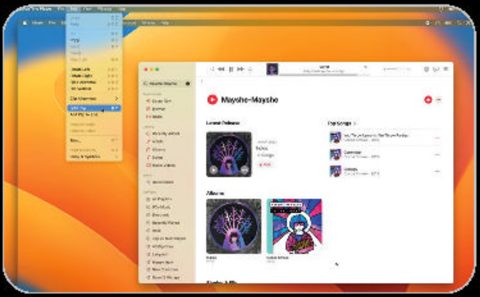
6 View your captures

After trimming, the video is saved to the disk location selected in Step 1 and can be found among your other screenshots. Select it and view it in Finder's preview pane.

Step-by-step Save to QuickTime

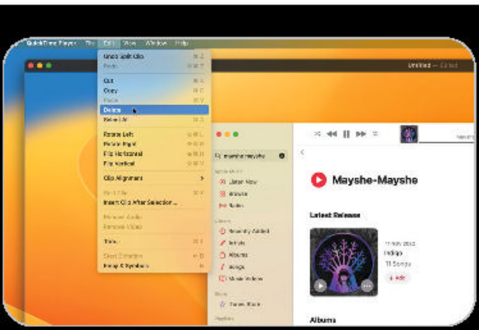
Export straight to QuickTime

After recording and saving a video, it can be double-clicked in Finder to open it in QuickTime for editing. However, there is a shortcut. To save recordings directly to QuickTime, press shift+cmd+5, click 'Options' and select 'QuickTime Player' in the 'Save to' section. As soon as the Stop button is clicked when you are done recording, the video opens for editing in QuickTime. You can then edit it and output it in HD format in one go. It's a time-saver.



1 Edit in QuickTime

Load a saved desktop recording or create a new one and save to QuickTime Player. Click the Play button to view. Go to Edit>Split Clip to break the video at that point.



2 Delete mistakes

If you make a mistake while recording, don't stop, just do it again. Find the mistake, split the video at the start and end, select the mistake piece and delete with the Edit menu.

Automator

Developer
Apple Inc

Difficulty

● ● ●

Time needed

10

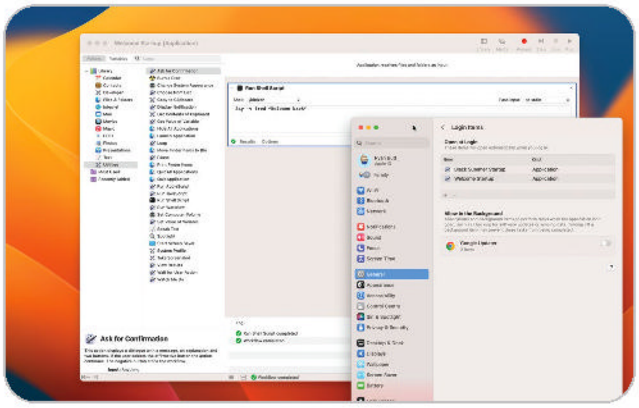
App credit: Apple Inc

Add a custom login sound to your Mac

Personalise your Mac by adding a sound sample or spoken message to its login sequence

Way back in the early 90s, you could have fun personalising your Mac by assigning sound samples (our choice of the time being *RoboCop* clips) to the startup, shutdown and pretty much any keyboard command you wanted via a third-party app. Since then macOS has shut up shop to a far greater degree, making it harder to tamper with the inner workings.

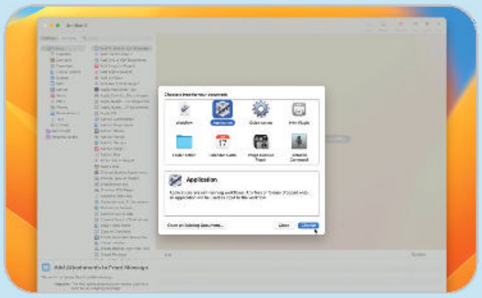
However, it is still possible to assign sound samples to your login sequence – it just takes a little knowledge of your Mac's built-in Automator app. In this tutorial we show you exactly how it is done so you can make your Mac your own.



Items that you want to load or play can be added to your personal startup items in System Settings

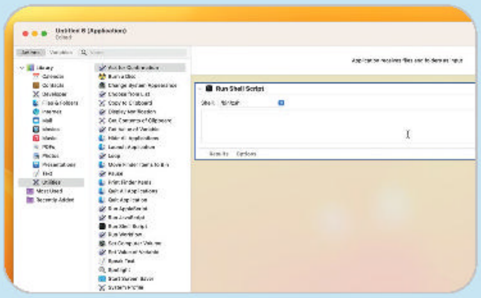
Step-by-step

Assign a login sound effect or message



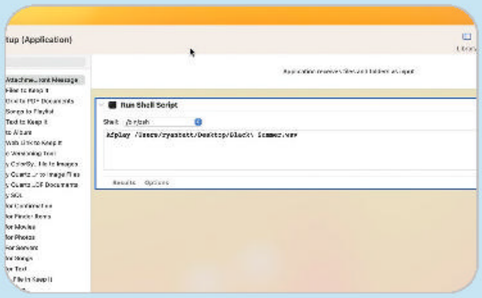
1 Create a utility action

In Automator, choose 'Application' as the template and then ensure that the 'Actions' option is highlighted in the top-left corner. Select 'Utilities' from the Library menu.



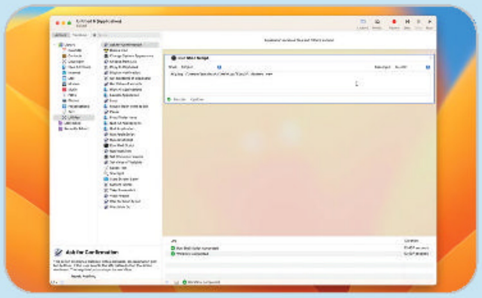
2 Find the pathname

Select and drag 'Run Shell Script' into the workflow, then find the sound effect that you would like to use. You will need the pathname of this file (see *Knowledge Base*).



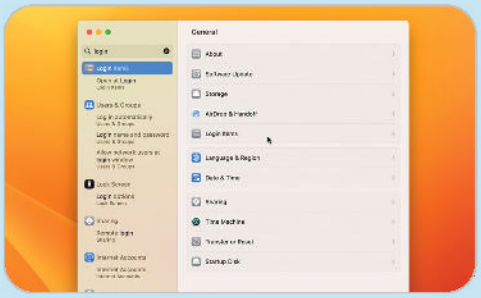
3 Enter the pathname

In the 'Run Shell Script' box, enter the following: **Afplay [pathname of your sound file]**. Select 'Run' from the top-right corner of the interface to test the application.



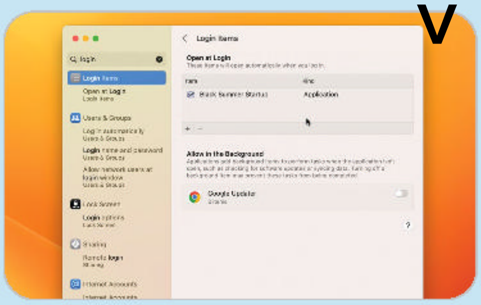
4 Save your application

You will hear your sound effect and see green ticks in the log below to indicate that the script and workflow are complete. Go to File>Save then name and save your script.



5 Open System Settings

Hopefully you will have saved your script somewhere that is easy to find, such as the desktop. Now open System Settings and go to General>Login Items.

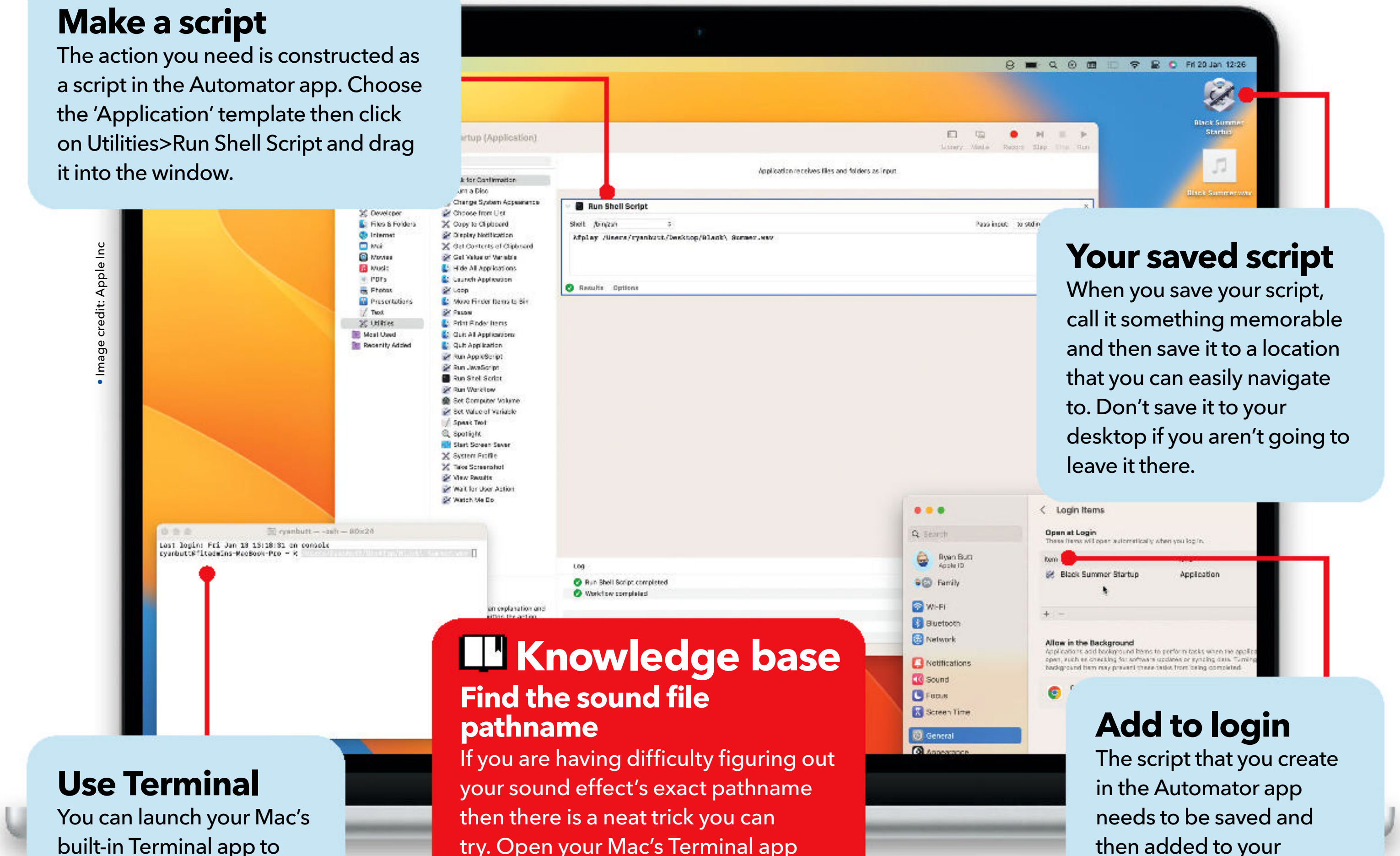


6 Add startup item

You will be presented with a list of items that automatically open when you log in (there may not be any at this time). Click on the '+' icon below the Open at Login list.

Create an Automator script

Personalise your Mac with your own custom login sounds



```
Afplay /Users/ryanbutt/Desktop/Black\ Summer.wav
```

Run Shell Script
Shell /bin/zsh
Application receives files and folders as input
Results Options
Login Items
Black Summer Startup
Application

Image credit: Apple Inc

Make a script

The action you need is constructed as a script in the Automator app. Choose the 'Application' template then click on Utilities>Run Shell Script and drag it into the window.

Your saved script

When you save your script, call it something memorable and then save it to a location that you can easily navigate to. Don't save it to your desktop if you aren't going to leave it there.

Use Terminal

You can launch your Mac's built-in Terminal app to find out the pathname of your sound file, if you are having difficulty finding it. See *Knowledge Base* for more info.

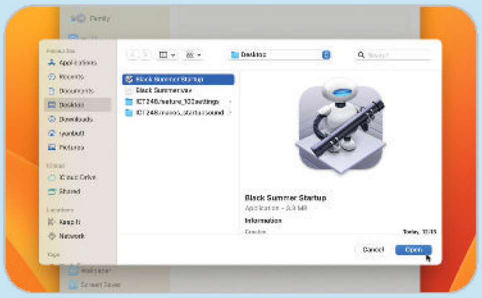
Knowledge base

Find the sound file pathname

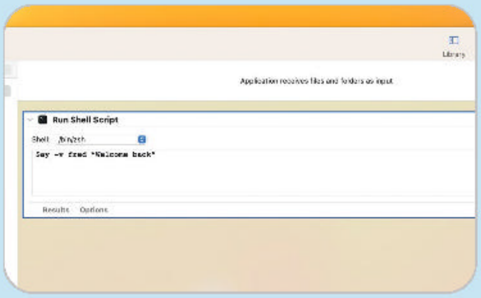
If you are having difficulty figuring out your sound effect's exact pathname then there is a neat trick you can try. Open your Mac's Terminal app and then simply drag the sound file into the Terminal window. The exact pathname will be displayed and then you can just copy and paste this into your script.

Add to login

The script that you create in the Automator app needs to be saved and then added to your Login Items list in System Settings>General>Login Items. Click on the '+' icon to add items to the list to open when you log in.

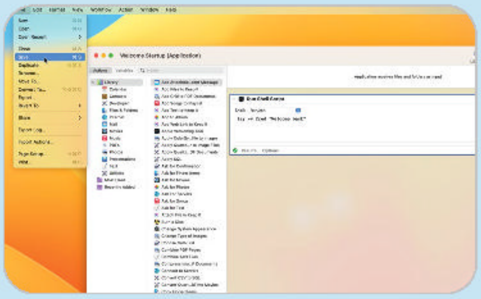


Black Summer Startup
Cancel
Open



```
Say -v fred "Welcome back"
```

Run Shell Script
Shell /bin/zsh
Application receives files and folders as input
Results Options
Library



7 Try it out

Navigate to your script and highlight it, then click 'Open' to add it to your Login Items. You're now all set, so try logging out and logging back in to hear the sound.

8 Add a voice message

You can also add a spoken message as you log in. In your Run Shell Script, type the following: **Say -v [voice]** (eg: fred) **"[your message]"** (eg: "Welcome back").

9 Save and try

You can now click 'Run' and then save your script in exactly the same way as a sound file before adding it to your Login Items in System Settings. Have fun!

Maps

Developer
Apple Inc

Difficulty
● ○ ○

Time
needed
10

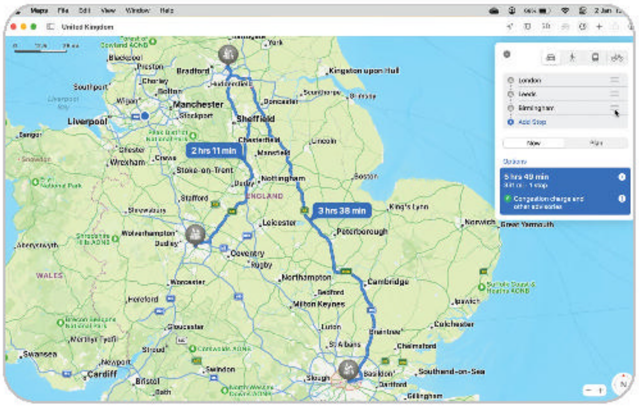
• App credit: Apple Inc

Add stops to planned routes in Maps

Add stops to your journey using the Maps app and then optimise the route for speed and distance

The Maps app in the latest versions of iOS and macOS enables you to create routes with extra stops. Any number can be added to a route and Maps works out the directions, time and distance for you. However, the Maps app will not automatically show the optimum route when there are stops.

Maps will unhelpfully show routes to places in the order entered. It does not realise that Birmingham is on the way to Leeds and will send you from London to Leeds, then doubling back to Birmingham. It is up to you to select the stops order and experiment to find the best route. Create routes and sync them to your iPhone.



London
Leeds
Birmingham
Add Stop
2 hrs 11 min
3 hrs 38 min
5 hrs 49 min
Congestion charge and other advisories

Add stops to routes, but make sure they are in the order you want. The route may not be optimal

Plan your journey

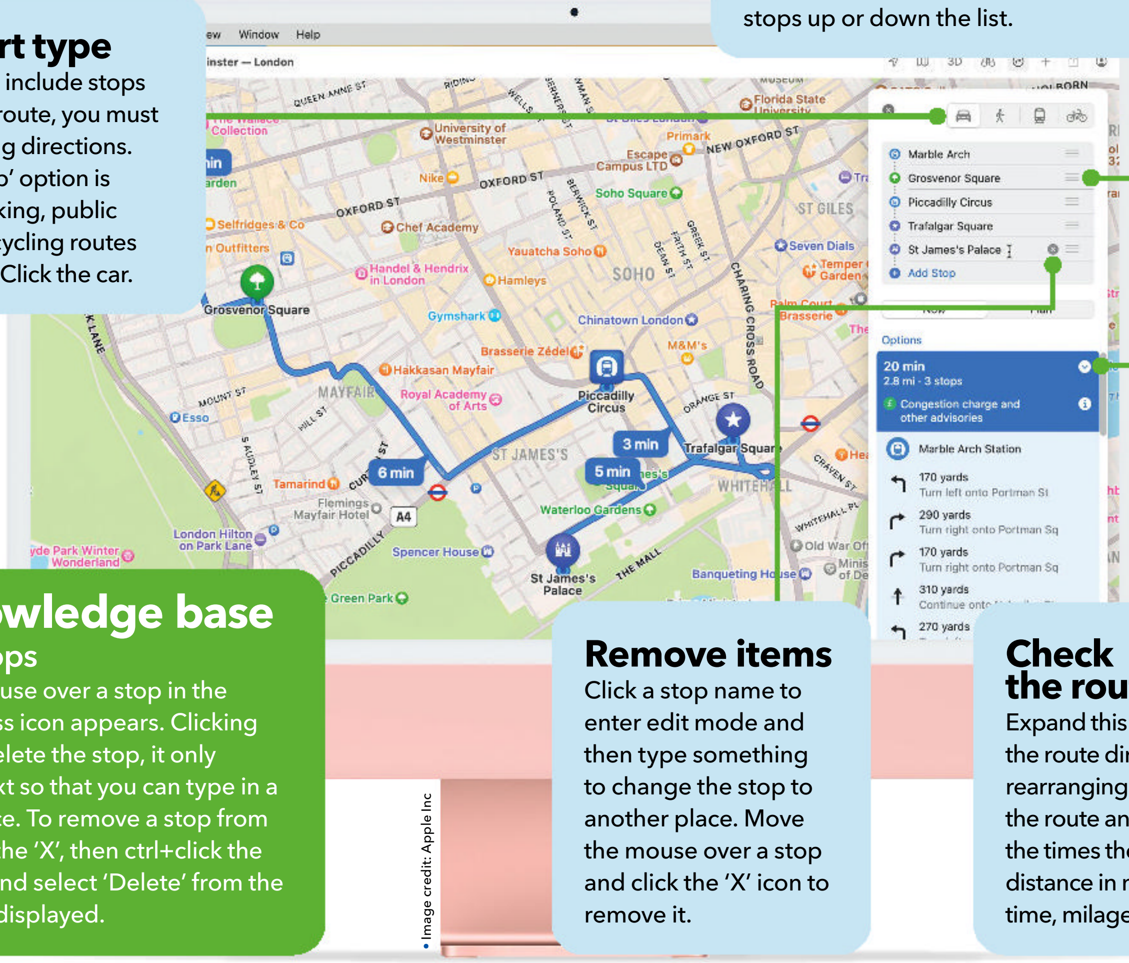
Destination and stops in Maps routes

Transport type

If you want to include stops in a planned route, you must choose driving directions. The 'Add Stop' option is hidden if walking, public transport or cycling routes are selected. Click the car.

Reorder the route

The directions for a route with stops are in the order you enter them. This may not be the best route. Click and drag the three bars to move stops up or down the list.



Window
Help
Westminster — London
Marble Arch
Grosvenor Square
Piccadilly Circus
Trafalgar Square
St James's Palace
Add Stop
Options
20 min
2.8 mi · 3 stops
Congestion charge and other advisories
Marble Arch Station
170 yards
Turn left onto Portman St
290 yards
Turn right onto Portman Sq
170 yards
Turn right onto Portman Sq
310 yards
270 yards
Grosvenor Square
Piccadilly Circus
Trafalgar Square
St James's Palace
MAYFAIR
SOHO
ST JAMES'S
6 min
3 min
5 min

Knowledge base

Delete stops

Move the mouse over a stop in the list and a cross icon appears. Clicking it does not delete the stop, it only erases the text so that you can type in a different place. To remove a stop from the list, click the 'X', then ctrl+click the empty stop and select 'Delete' from the menu that is displayed.

• Image credit: Apple Inc

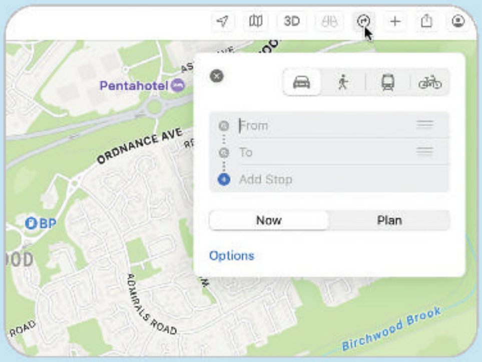
Remove items

Click a stop name to enter edit mode and then type something to change the stop to another place. Move the mouse over a stop and click the 'X' icon to remove it.

Check the route

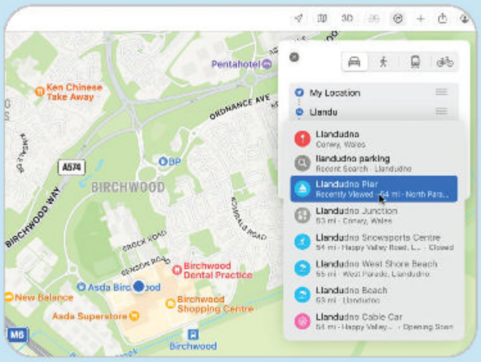
Expand this section to see the route directions. Try rearranging the stops on the route and compare the times they take and distance in miles. Save time, milage and fuel.

Step-by-step Create the optimum route


3D
Pentahotel
ORDNANCE AVE
BP
From
To
Add Stop
Now
Plan
Options
ADMIRALS ROAD
Birchwood Brook

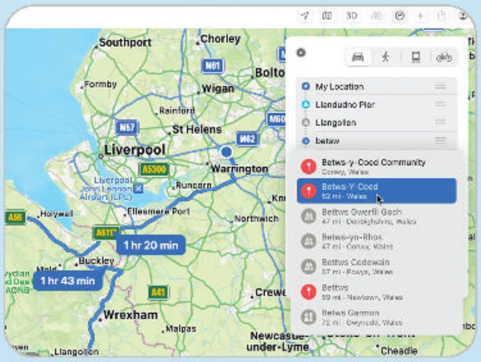
1 Maps directions

Open the Maps app on the Mac and click the directions button in the toolbar. Make sure the car icon is selected. There are three items to fill in: From, To and Add Stop.


Pentahotel
Ken Chinese Take Away
BIRCHWOOD
My Location
Llandu
Llandudno
llandudno parking
Llandudno Pier
Llandudno Junction
Llandudno Snowsports Centre
Llandudno West Shore Beach
Llandudno Beach
Llandudno Cable Car
Birchwood Dental Practice
Birchwood Shopping Centre
Asda Superstore
New Balance

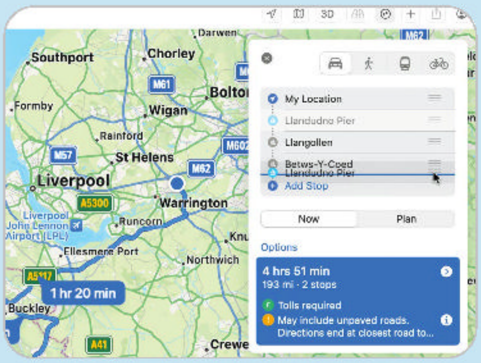
2 From and To

Click in the 'From' box and either enter a location or select 'My Location' as the starting point. Click in the 'To' box and enter the place you want to go to. Type and click.


Southport
Chorley
Wigan
Liverpool
St Helens
Warrington
Runcorn
Wrexham
1 hr 20 min
1 hr 43 min
My Location
Llandudno Pier
Llangollen
betw
Betws-y-Coed Community
Betws-Y-Coed
Betws Gwerfil Goch
Betws-yn-Rhos
Bettws Cedewain
Bettws
Betws Garmon

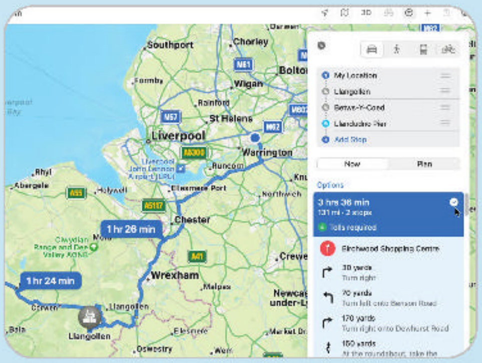
3 Add stops

Click in the 'Add Stop' box and repeat the process. Start typing and click a suggestion. As each stop is added to the route, a new Add Stop box appears. Add more stops.


Southport
Chorley
Wigan
Liverpool
St Helens
Warrington
Runcorn
1 hr 20 min
My Location
Llandudno Pier
Llangollen
Betws-Y-Coed
Add Stop
Now
Plan
Options
4 hrs 51 min
193 mi · 2 stops
Tolls required
May include unpaved roads. Directions end at closest road to...

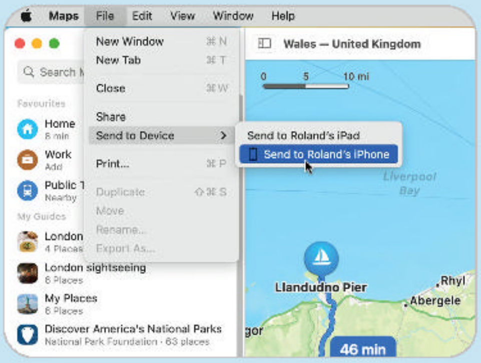
4 Optimise the route

Maps does not order the stops in the most efficient way; it adds routes in order. Afterwards, click and drag each stop to optimise the route and avoid wasting time.


My Location
Llangollen
Betws-Y-Coed
Llandudno Pier
Add Stop
Now
Plan
3 hrs 36 min
131 mi · 2 stops
Tolls required
Birchwood Shopping Centre
1 hr 26 min
1 hr 24 min
Liverpool
Chester
Wrexham
Llangollen

5 Go and drive

By dragging stops around, we reduced the time from 4h 51m to 3h 36m and the milage from 193m to 131m. See what savings you can make to your routes.


Maps
File
Edit
View
Window
Help
New Window
New Tab
Close
Share
Send to Device
Print...
Duplicate
Move
Rename...
Export As...
Send to Roland's iPad
Send to Roland's iPhone
Wales — United Kingdom
Home
Work
London sightseeing
My Places
Discover America's National Parks
Llandudno Pier
46 min

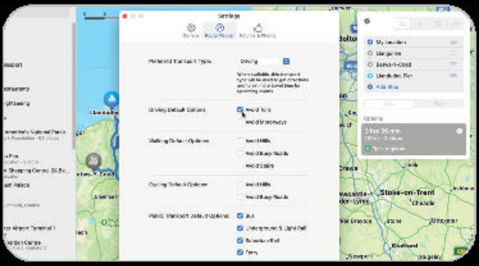
6 iPhone sync option

You may find that planned routes automatically sync to your iPhone, but if not, go to the 'File' menu and select 'Send to Device' and choose your iPhone.

Step-by-step Set your preferences

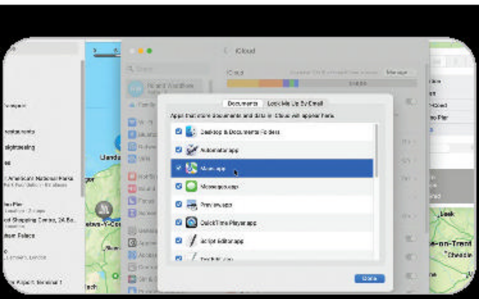
Configure Maps settings

There are a few settings that can affect the routes that Maps plans for you, including all the stops you want to make. Firstly, stops can only be added to driving directions and they are not available for walking, cycling or public transport directions. If you are planning a route and don't see the 'Add Stop' option, check that the car icon is selected in the toolbar above. Syncing with your iPhone should be automatic, but if there are problems, check iCloud settings.



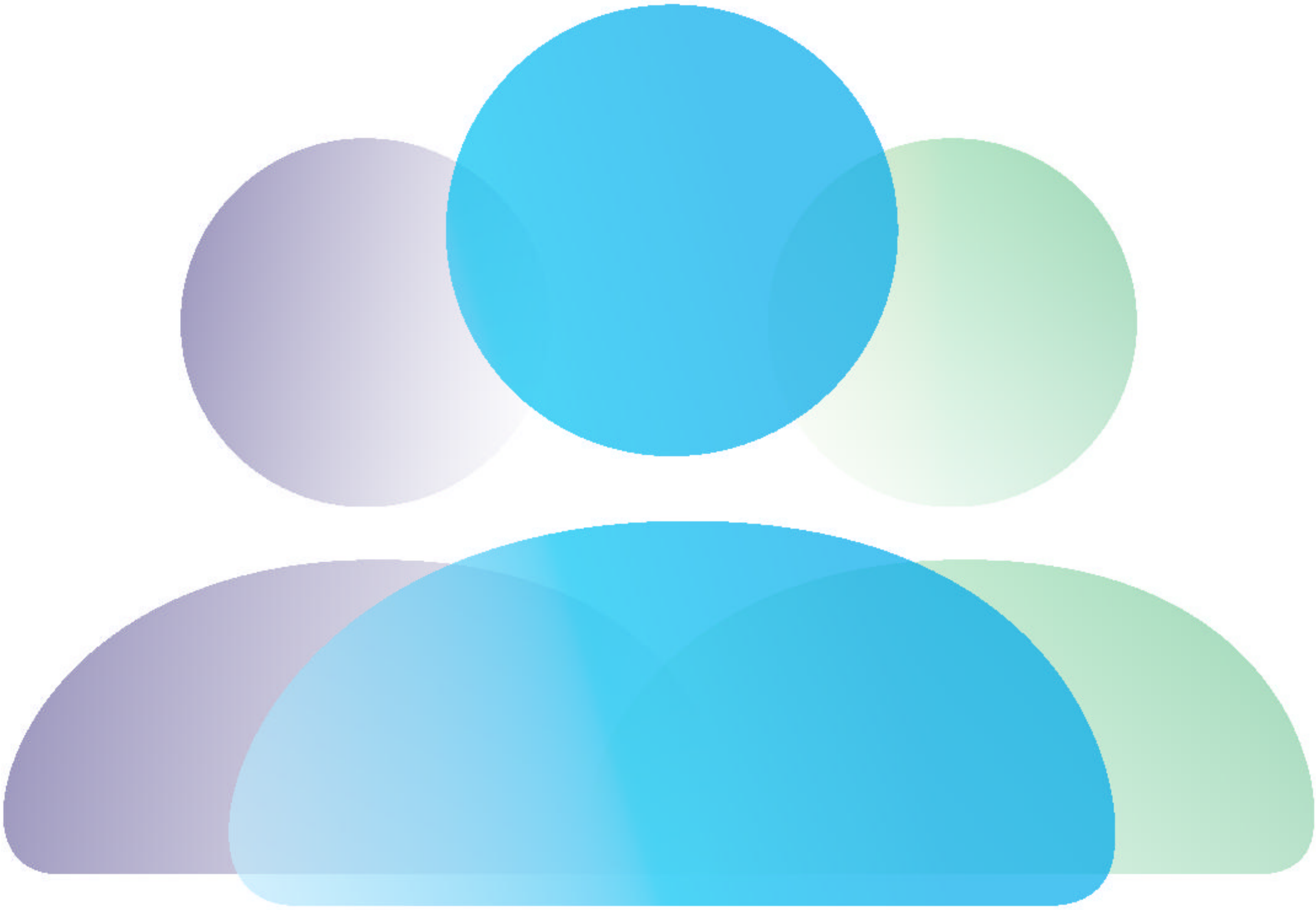
1 Maps route planner

Click the 'Maps' menu and then click 'Settings'. Select the 'Route Planner' tab and set the 'Preferred Transport Type' to Driving. You can also tick the boxes to avoid tolls or motorways if possible too.



2 iCloud sync

Make sure Maps syncs across devices by opening System Settings. Click your Apple ID and then click iCloud>iCloud Drive, then select 'Options' in the next window. Make sure the Maps app is ticked to enable syncing.



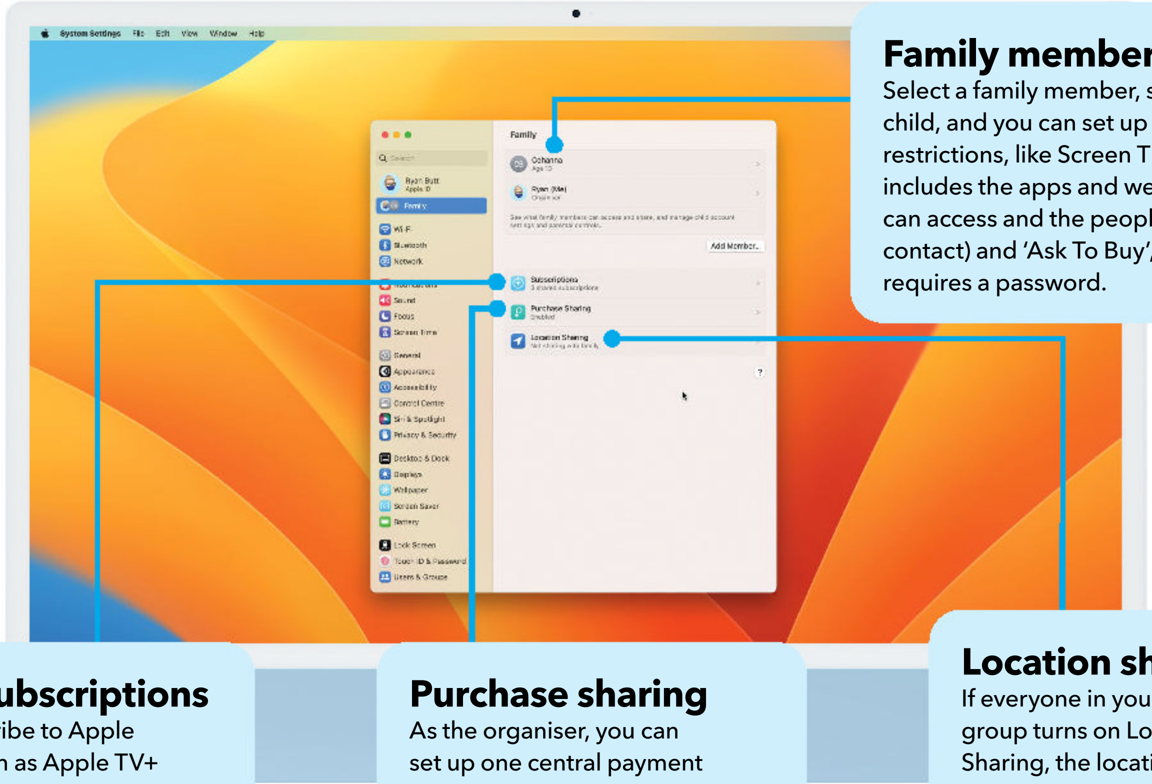
BUILD YOUR Apple family

How to connect your household in one handy Apple eco-system with Family Sharing

If multiple members of your family own Apple devices, then the benefits of connecting them all are plentiful. For example, you can save money by sharing apps and services without having to pay out for them individually, you can share calendar events, notes and reminders instantly, and even track the location of family members when they are out and about (and find misplaced devices). As there is quite a lot to get your head around with Family Sharing, we have put together this useful guide containing everything you need to know, such as how to set it up and link your family's devices together, how to reap all of the benefits, such as sharing apps and iCloud storage, and how you can protect younger members from unsuitable content and in-app purchases.

Set up Family Sharing

Go to System Settings/Settings>Apple ID and choose 'Family Sharing' to start setting it up. The person setting up Family Sharing – usually a parent – becomes the organiser and can then control what the others access, buy, and so on…



• Image credit: Apple Inc

Family members

Select a family member, such as a child, and you can set up certain restrictions, like Screen Time (which includes the apps and websites they can access and the people they can contact) and 'Ask To Buy', which requires a password.

Share subscriptions

If you subscribe to Apple services such as Apple TV+ and Apple Arcade, then you can share these subscriptions with family members so that everyone can benefit. You can also share iCloud storage space.

Purchase sharing

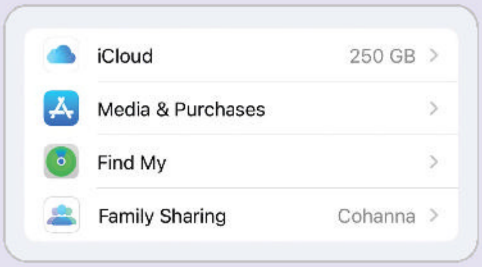
As the organiser, you can set up one central payment system that all media, books and apps purchased by other family members are charged to. Everyone can then share and access these purchases.

Location sharing

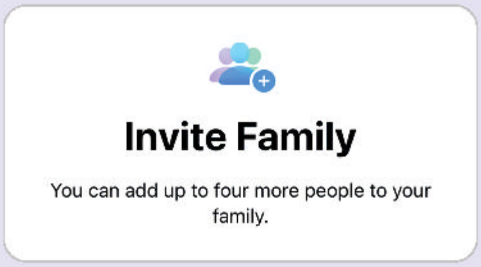
If everyone in your family group turns on Location Sharing, the location of their Apple device will be displayed on a Map in the Find My app. These can be useful for keeping tabs on kids and finding lost devices.

Add your family

The process for setting up Family Sharing is straightforward, but it will take some time to ensure that each member of the family has the right permissions and access. It is, however, a one-time process and once done, every member will be better connected to each other and you can all save money in the long run.

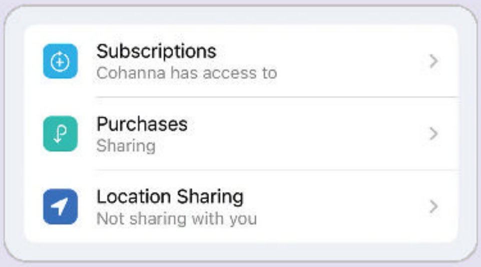


iCloud 250 GB >
Media & Purchases >
Find My >
Family Sharing Cohanna >



Invite Family

You can add up to four more people to your family.



Subscriptions
Cohanna has access to >
Purchases
Sharing >
Location Sharing
Not sharing with you >

1 Set it up

On your iPhone, head to Settings> Apple ID and tap on 'Family Sharing'. You can then tap on the 'Set Up Your Family' option to start the process.

2 Invite new members

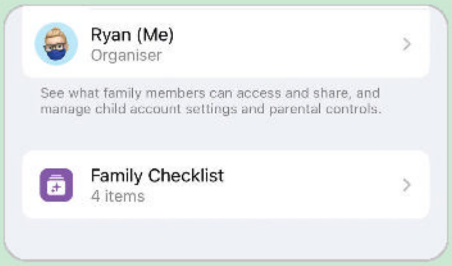
You can now invite new family members to be a part of your group. If you have already added family members, tap on the '+' button in the top-right to add more.

3 Tweak the access

Once everyone is in the group you can tap each name and then choose what they have access to, such as subscriptions, purchases, location sharing, etc.

Use the new Family Checklist

A recent addition to Family Sharing is the Family Checklist, which provides help and advice for shoring up the settings of younger family members and helping everyone get the most out of the Family Sharing service.



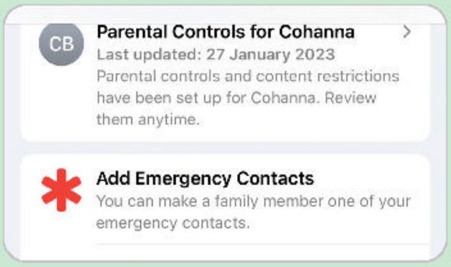
Ryan (Me)
Organiser

See what family members can access and share, and manage child account settings and parental controls.

Family Checklist
4 items

1 Access the service

On iPhone, head to Settings> Apple ID>Family Sharing and then tap on the 'Family Checklist' option for a list of suggestions.

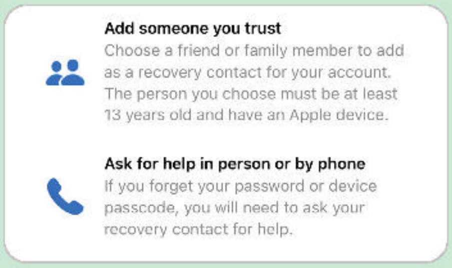


Parental Controls for Cohanna
Last updated: 27 January 2023
Parental controls and content restrictions have been set up for Cohanna. Review them anytime.

Add Emergency Contacts
You can make a family member one of your emergency contacts.

2 Work the list

The suggestions include approving contacts, setting up Parental Controls, adding Emergency Contacts and setting up Location Sharing. Work through them and tweak as necessary.



Add someone you trust
Choose a friend or family member to add as a recovery contact for your account. The person you choose must be at least 13 years old and have an Apple device.

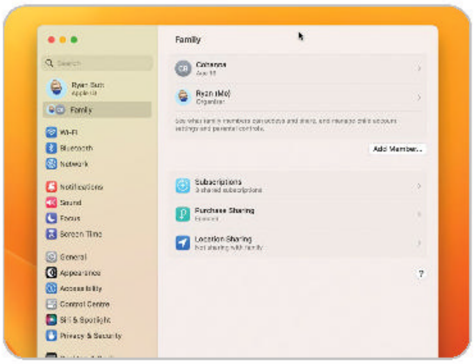
Ask for help in person or by phone
If you forget your password or device passcode, you will need to ask your recovery contact for help.

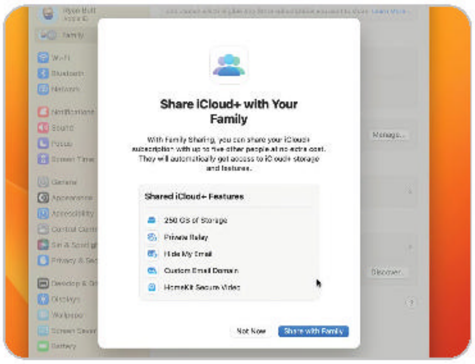
3 Add Recovery Contact

One important security feature you should set up is 'Add a Recovery Contact'. This is someone who can verify your identity and help you regain access to your account if you get locked out.

Share everything!

With Family Sharing, you can share a subscription to iCloud+ with everyone in your family group. This includes 50GB, 200GB or 2TB of iCloud storage as well as features such as iCloud Private Relay and Hide My Email. You can also share your other subscriptions and purchases too.


Family
Ryan (Me)
Organiser
Add Member...
Subscriptions
Purchase Sharing
Location Sharing

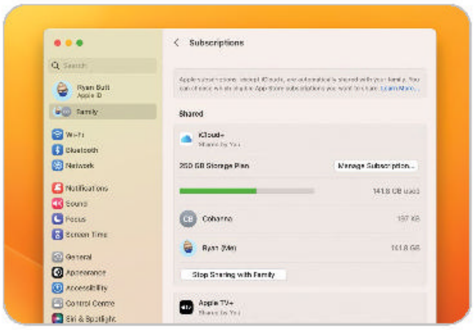

Share iCloud+ with Your Family
Shared iCloud+ Features
Private Relay
Hide My Email
Custom Email Domain
HomeKit Secure Video
Not Now
Share with Family

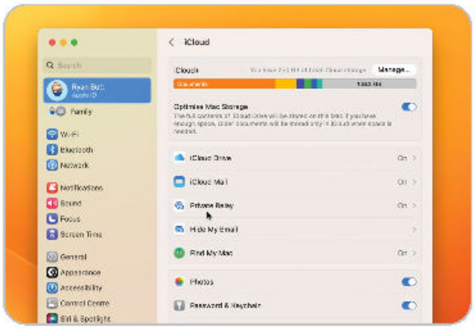
1 Start the process

Once you have set up Family Sharing on Mac, go to System Settings>Family and then click on the 'Subscriptions' option. This will display all sharable subscriptions you have.

2 Share iCloud+

Click on the 'iCloud+' option and then, as long as you have a paid-for storage plan, click on the 'Share with Family' option to share it with other family members.


Subscriptions
Shared
iCloud+
200 GB Storage Plan
Manage Subscription...
Stop Sharing with Family
Apple TV+

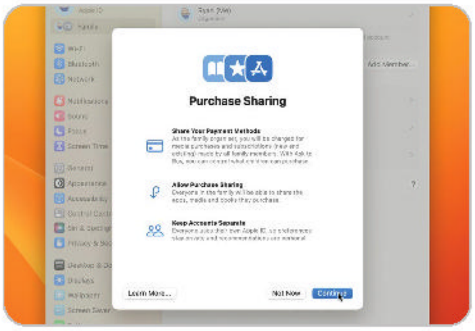

iCloud
Optimise Mac Storage
iCloud Drive
iCloud Mail
Private Relay
Hide My Email
Find My Mac
Photos
Password & Keychain

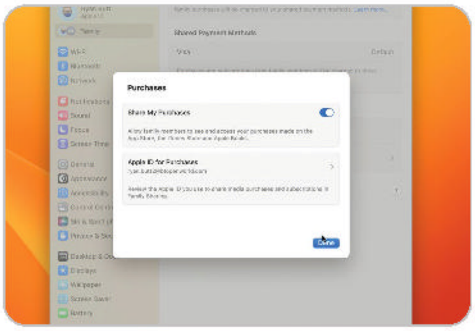
3 Monitor usage

Whenever you go to System Settings> Family>Subscriptions, you can see how much of your current iCloud storage is being used by the family.

4 Extra features

Family members can also enjoy other features of iCloud+, such as Private Relay and Hide My Email. Go to System Settings>Apple ID>iCloud to enable them.


Purchase Sharing
Share Your Payment Methods
Allow Purchase Sharing
Keep Accounts Separate
Learn More...
Not Now
Continue


Purchases
Share My Purchases
Apple ID for Purchases
Done

5 Share purchases

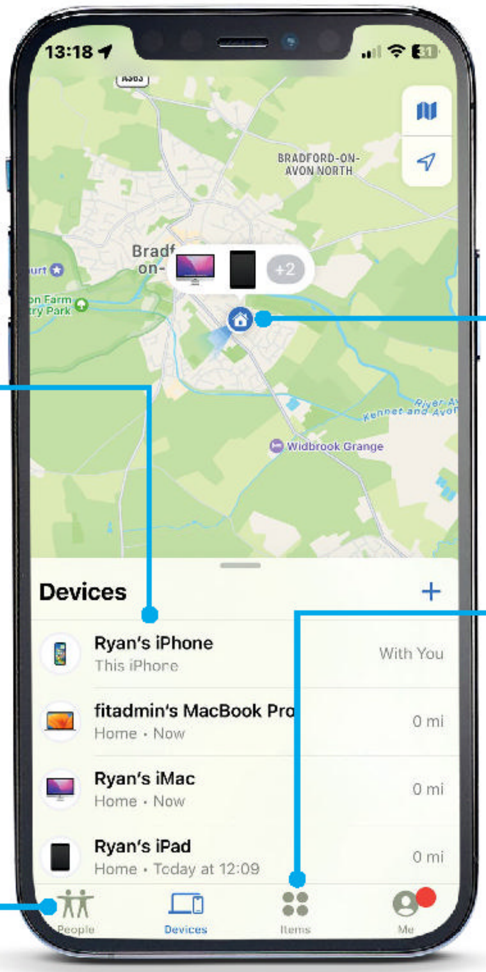
Click on 'Purchase Sharing' and then turn it on. Any purchase a family member makes will now be charged to your card but can be shared by everyone.

6 Keep yours private

If you don't want to share your purchases with your family members, click on your name and then turn off the 'Share My Purchases' option.

Track devices and family members

You can use the Find My app to track the exact locations of every family member and their devices. The first surprise may be the number of devices you all own, but there are multiple uses for this service from keeping children safe to knowing when someone is likely to return home. Each member can set their own permissions.



Devices

Ryan's iPhone — This iPhone — With You

fitadmin's MacBook Pro — Home · Now — 0 mi

Ryan's iMac — Home · Now — 0 mi

Ryan's iPad — Home · Today at 12:09 — 0 mi

A handy list

Each device is also listed and grouped under the person who owns them. This can be extensive if you own an Apple Watch, a Mac, an iPhone and an iPad, but it offers complete tracking for the entire family.

Find people

For most the 'People' option will be the simplest to use because the app will locate an individual based on their devices and where they are located at any one time. Tap on a person to get directions to that particular person.

Monitor AirTags

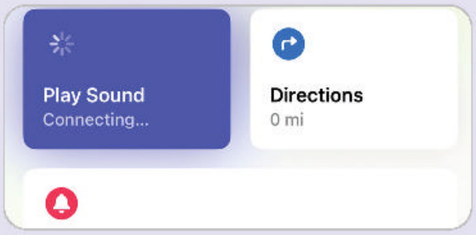
If a family member has an AirTag then you can also monitor the location of this in the Find My app by tapping 'Items'. You can monitor the battery level of the AirTag here so you know when it needs changing.

Real-time movements

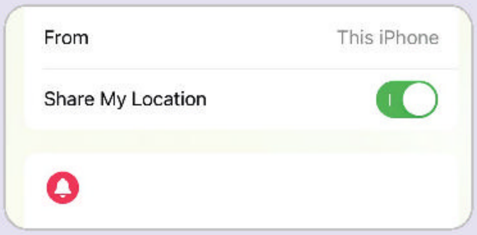
Each of your family's devices will be displayed by a small graphical icon. This is especially useful if you mislay a device and also to gauge how far someone is away from you. The visuals are very obvious throughout.

Find and alert

The Find My app does not just offer a view of where family members are. It can be used to quickly find a lost device using an audible alert and it can even shut down a device if it has been stolen. It is one of the most important apps that is especially useful in a family group, so you should definitely take time to get to know it.



1 min
Fastest



From — This iPhone

Share My Location — On

1 A quick alert

If you have mislaid an iPhone or Apple Watch you can locate it in the Find My app and tap 'Play Sound'. An alarm will sound which should guide you to it.

2 Get directions

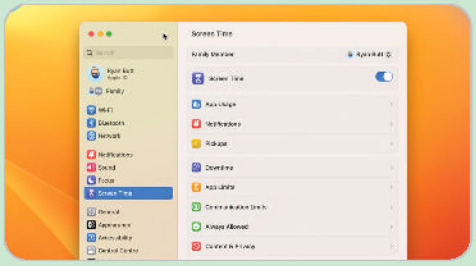
The 'Directions' option will push you straight to Apple Maps where you can navigate to the device or person as you would normally. An extra, but useful feature.

3 You have control

There is no requirement to share your location just because you are in a family group. Tap on 'Me' and then turn off the 'Share My Location' option.

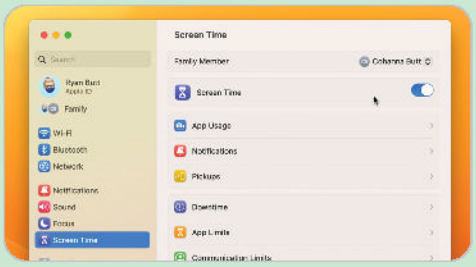
Manage Screen Time & restrictions

Screen Time is not a feature that you will use proactively, but it is one that can help you to understand exactly how your children are using their Apple devices. This understanding will enable you to check for problem areas, and you can then use Screen Time to set acceptable limits which could prove hugely beneficial in the long run.



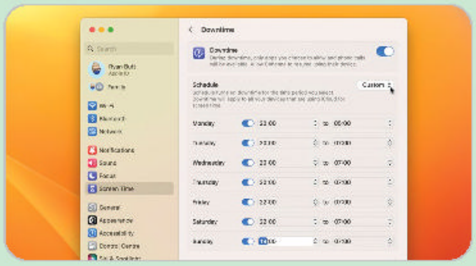
1 The main settings

On your Mac access the Screen Time settings via System Settings>Screen Time. This is also the place to check all of your family usage stats.



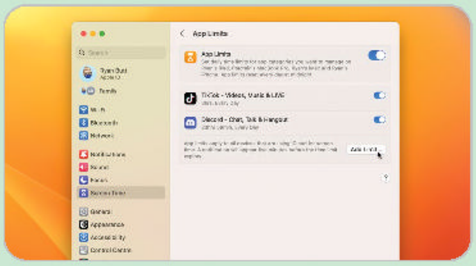
2 Enable Screen Time

Use the Family Member menu at the top to select a person in your family group and you will be presented with a selection of settings. Make sure 'Screen Time' is on.



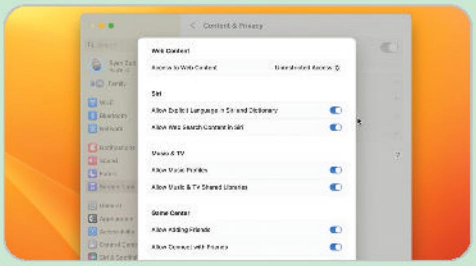
3 Schedule Downtime

Click on 'Downtime' and turn it on for that particular user, then click on the 'Schedule' menu and set it to 'Every Day' or 'Custom' and adjust the times.



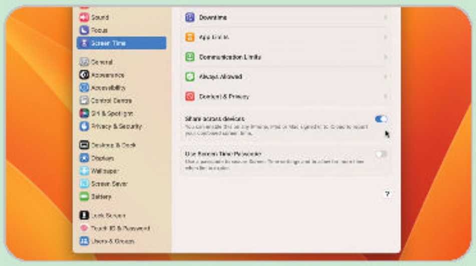
4 Know your limits

Setting App Limits can also be a good idea. Turn on 'App Limits' then click 'Add Limit' to see the user's daily average time on the app and set new parameters.



5 Restrict content

Click on 'Content & Privacy' and you will be able to set restrictions on the content displayed online and in apps. Click on a category to start applying restrictions.

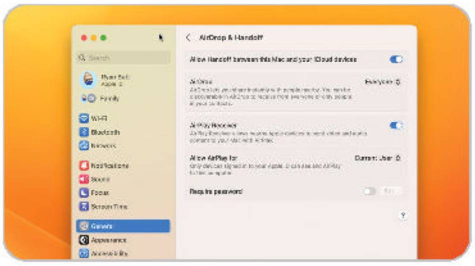


6 Share across devices

Make sure that the 'Share across devices' option in turned on so that the screen time on all devices is reported within this System Settings section.

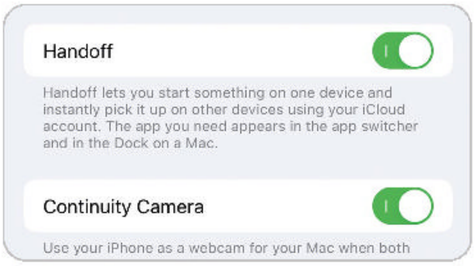
Handoff to your family

Handoff is a small feature that many are unaware of, but it is one that has grown over time to be crucial when working as a group, or even between your own iOS and macOS devices. It offers many useful features that will make your workflow more efficient, but AirDrop in particular is great for families.



1 Enable on a Mac

Go to System Settings>General> AirDrop & Handoff and turn on the 'Allow Handoff between this Mac and your iCloud devices' option.



Handoff

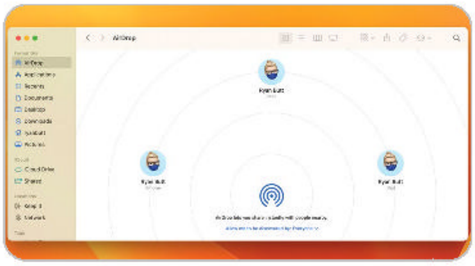
Handoff lets you start something on one device and instantly pick it up on other devices using your iCloud account. The app you need appears in the app switcher and in the Dock on a Mac.

Continuity Camera

Use your iPhone as a webcam for your Mac when both

2 Turn on for iOS

You will also need to enable Handoff on your iOS devices. Go to Settings> General>AirPlay & Handoff to enable the feature for future family use.

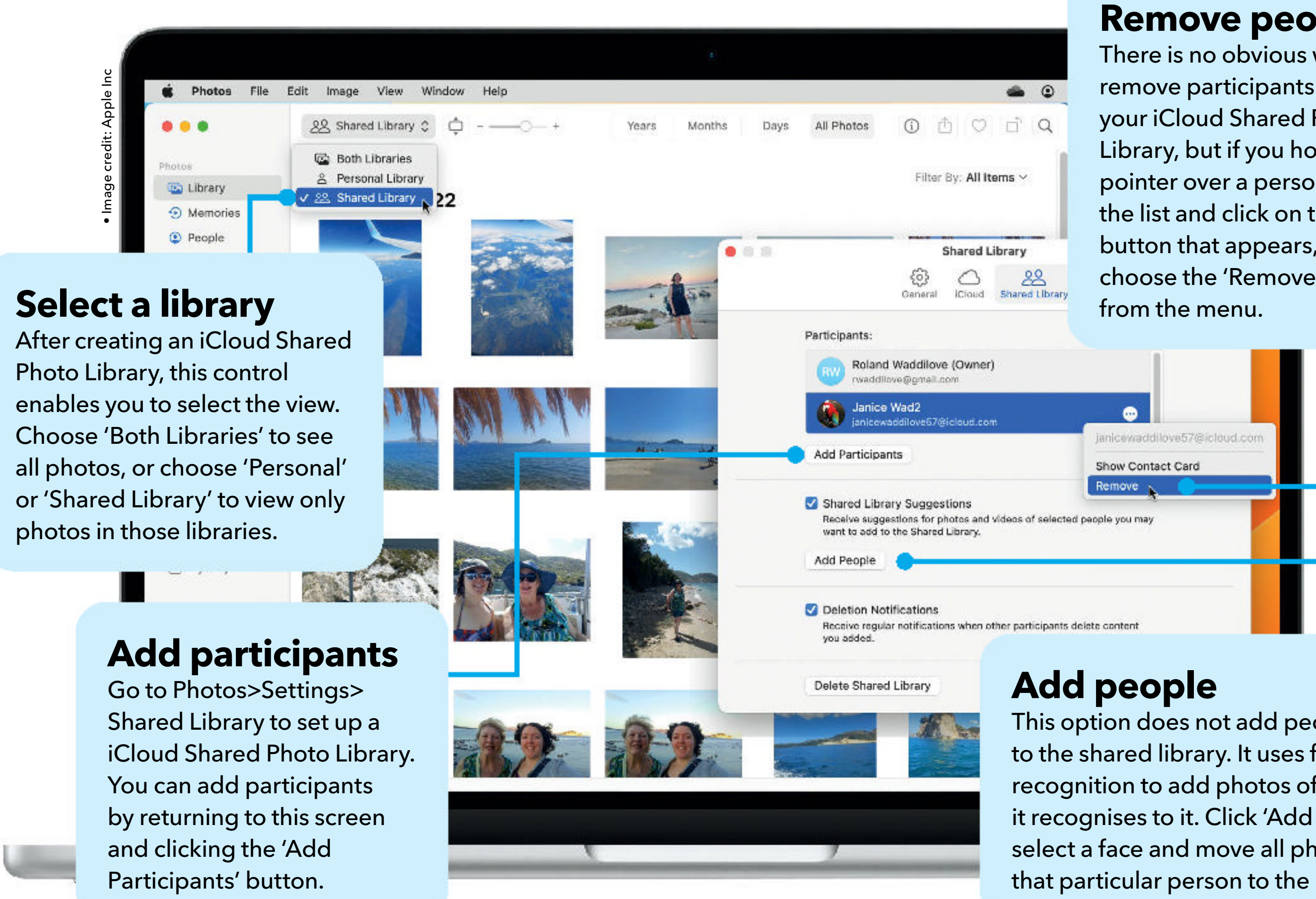


3 AirDrop from Mac

AirDrop is as easy as tapping the share button on iOS, but on Mac you need to open a new Finder window, click 'AirDrop' in the sidebar, then drag files to the device.

Create a shared photo library

Sharing an album with family members in Photos has long been a thing, but the feature has evolved. You can now set up an iCloud Shared Photo Library and invite up to five other family members to view, contribute and edit the library. Here's how to set up and manage it.


Photos
File
Edit
Image
View
Window
Help
Shared Library
Both Libraries
Personal Library
Shared Library
Library
Memories
People
Years
Months
Days
All Photos
Filter By: All Items
Shared Library
General
iCloud
Shared Library
Show Contact Card
Remove

Participants:
Roland Waddilove (Owner) rwaddilove@gmail.com
Janice Wad2 janicewaddilove67@icloud.com
Add Participants

☑ Shared Library Suggestions
Receive suggestions for photos and videos of selected people you may want to add to the Shared Library.
Add People

☑ Deletion Notifications
Receive regular notifications when other participants delete content you added.
Delete Shared Library

Image credit: Apple Inc

Remove people

There is no obvious way to remove participants from your iCloud Shared Photo Library, but if you hover your pointer over a person in the list and click on the '…' button that appears, you can choose the 'Remove' option from the menu.

Select a library

After creating an iCloud Shared Photo Library, this control enables you to select the view. Choose 'Both Libraries' to see all photos, or choose 'Personal' or 'Shared Library' to view only photos in those libraries.

Add participants

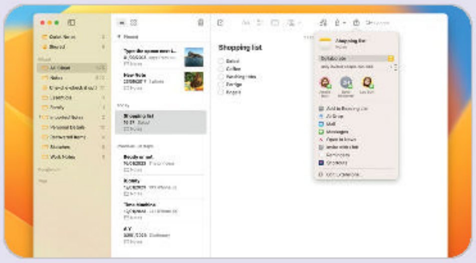
Go to Photos>Settings> Shared Library to set up a iCloud Shared Photo Library. You can add participants by returning to this screen and clicking the 'Add Participants' button.

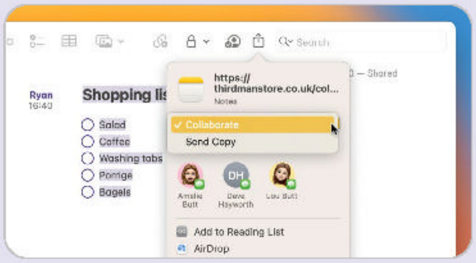
Add people

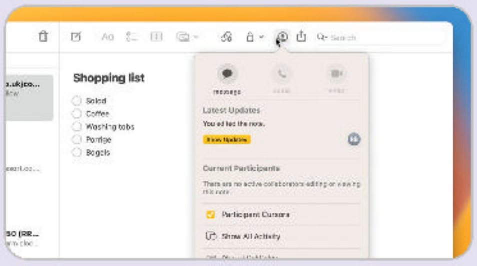
This option does not add people to the shared library. It uses face recognition to add photos of people it recognises to it. Click 'Add People', select a face and move all photos of that particular person to the library.

Create shared notes

A shared note may not sound like much of a feature, but it can be extremely useful when you want to work on a project together. For example, you could use one to plan a party or an event, and everything that is input will be updated for the rest of the family to view and then adjust as needed.


Shopping list


Shopping lis
Salad
Coffee
Washing tabs
Porrige
Bagels
Collaborate
Send Copy
Add to Reading List
AirDrop


Shopping list
Salad
Coffee
Washing tabs
Porrige
Bagels
Latest Updates
Current Participants
Participant Cursors
Show All Activity

1 Add a note

Create a new note in Notes and then click the share button. There is no quick-link to your Family Sharing group, you will have to add people individually.

2 Invite collaboration

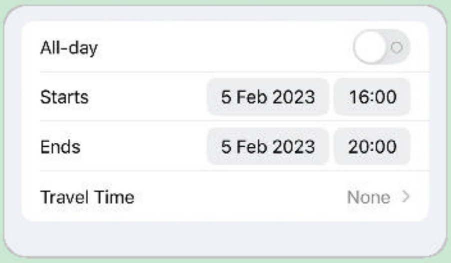
In the sharing menu, make sure that 'Collaborate' is selected at the top and send the invite. Shared notes will be added to the 'Shared' section in the Notes sidebar.

3 Manage participants

When a shared note is selected, a new icon will appear in the toolbar. Click on this to manage the participants, see all activity and contact the collaborators.

Share events

When you set up Family Sharing, a new 'Family' calendar will be created in your Calendar app. Everyone within your group can view this calendar and can also add or change events and appointments. And anyone can use the Reminders app to send time or location reminders to the family.



All-day ○

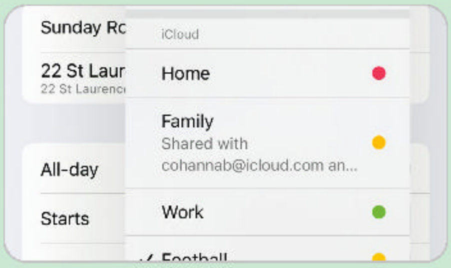
Starts 5 Feb 2023 16:00

Ends 5 Feb 2023 20:00

Travel Time None

1 Create an event

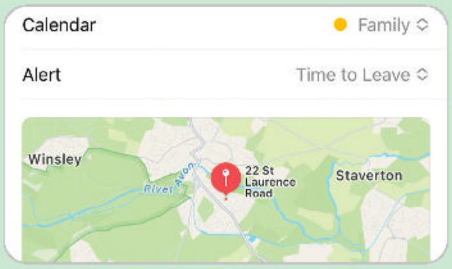
In the Calendar app, tap the '+' button to create a new event and then set the time, date and add any other details that you want.



Sunday Rc
22 St Laur
22 St Laurenc
All-day
Starts
iCloud
Home
Family
Shared with cohannab@icloud.com an...
Work
Football

2 Select the calendar

Scroll down and then tap on the 'Calendar' menu. Select the 'Family' calendar from the list and the event will be shared to everyone in your family group when you tap the 'Add' button.



Calendar ● Family

Alert Time to Leave

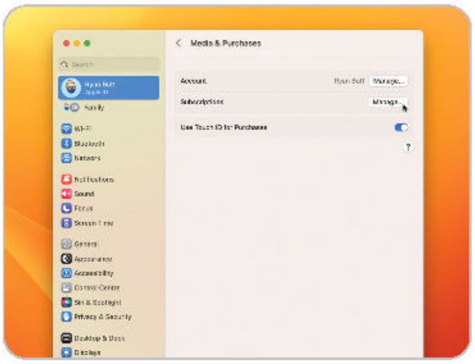
Winsley
River Avon
22 St Laurence Road
Staverton

3 Family participation

When the event has been shared, anyone within your family group can make changes to the event information, register interest and also provide any additional information.

Manage your subscriptions

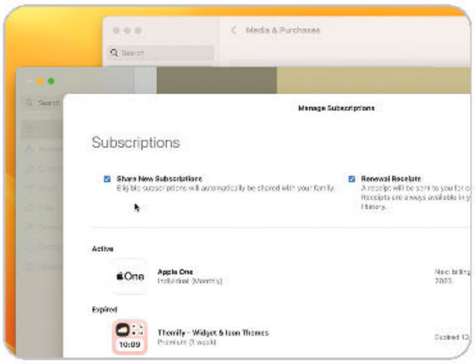
With Family Sharing, you can share all of your applicable active subscriptions with other members of your family. Here we show you how to set up and manage this facility, but you can also go to System Settings>Family> Subscriptions and click 'Discover' to find other apps that are great to share.



Media & Purchases
Account
Subscriptions
Manage...
Use Touch ID for Purchases

1 Open settings

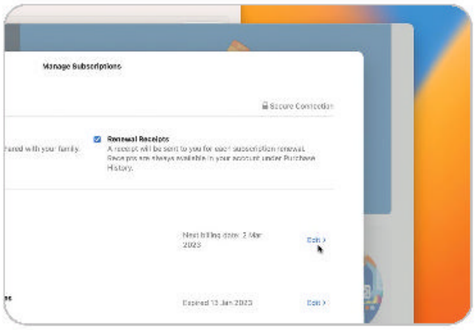
Go to System Settings>Apple ID, click 'Media & Purchases' and then click 'Manage' next to Subscriptions. This will open the Subscriptions page in the App Store.



Manage Subscriptions
Subscriptions
Share New Subscriptions
Renewal Receipts
Active
Apple One
Expired
Themify - Widget & Icon Themes

2 Share automatically

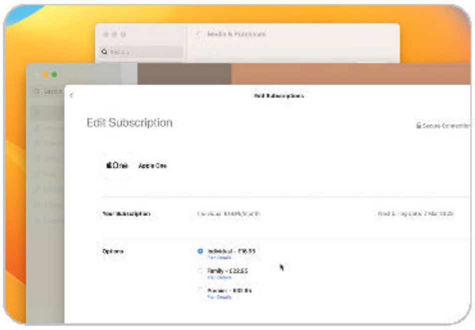
If you tick the 'Share New Subscriptions' option at the top of the page, all eligible subscriptions will be shared automatically with your family.



Manage Subscriptions
Secure Connection
Renewal Receipts
Edit
Edit

3 Change your plan

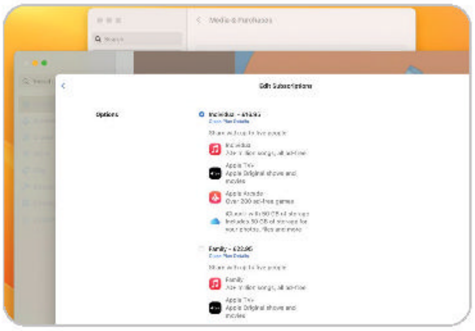
An Apple One plan is a good way to consolidate the cost of multiple services that you use, such as iCloud+ and Apple Music. Click 'Edit' to view your current plan.



Edit Subscription
Apple One
Options

4 Family vs Individual

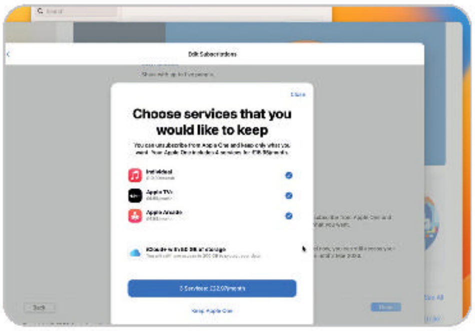
You will see that there is a 'Family' plan available. This is slightly more expensive than an Individual plan, but offers more benefits to the rest of the family.



Edit Subscriptions
Options

5 View details

Click on 'Plan Details' under each plan and you can compare what they offer for your money. The Family plan provides more iCloud storage space, for example.



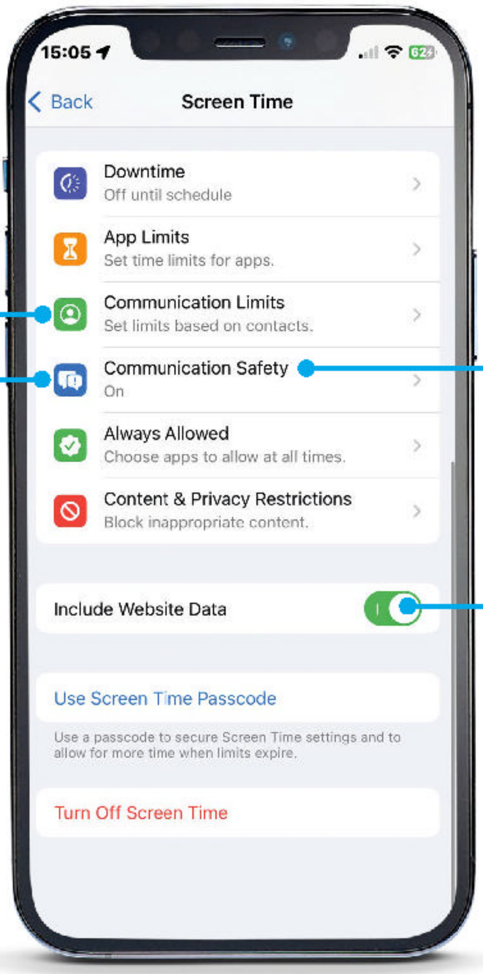
Edit Subscriptions
Choose services that you would like to keep

6 Check the prices

If you click on 'Choose Individual Services' you can see exactly how your Apple One plan saves you money across all of your included services.

Set communication limits

There are two other essential features that you need to investigate in Screen Time – Communication Limits and Communication Safety. Here's why they are important, especially if you are managing a child's account.



15:05

Back Screen Time

Downtime
Off until schedule

App Limits
Set time limits for apps.

Communication Limits
Set limits based on contacts.

Communication Safety
On

Always Allowed
Choose apps to allow at all times.

Content & Privacy Restrictions
Block inappropriate content.

Include Website Data

Use Screen Time Passcode

Use a passcode to secure Screen Time settings and to allow for more time when limits expire.

Turn Off Screen Time

Who can contact?

In the Communication Limits settings, you can specify who can and who can't contact your child during Screen Time and Downtime. You can also manage their iCloud Contacts and block people who you don't know. Essential for parents.

Check for sensitive photos

In the Communication Safety settings, you can turn on the 'Check for Sensitive Photos' option. This monitors the sending or viewing of nude images on your child's device without Apple having access to these photos.

Get some advice

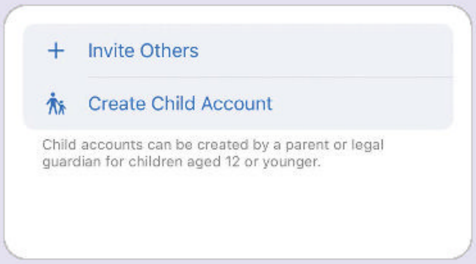
Also in the Communication Safety settings, you can click on 'Show Resources' for help and advice on how to keep your child safe online. This includes access to the Thorn for Parents service that helps explain the dangers to kids.

Include web data

Make sure that the 'Include Website Data' option is turned on so that you can see specific websites that that child has visited in the 'App Usage' section. Use the arrows there to cycle back through the days.

Create a child's Apple ID

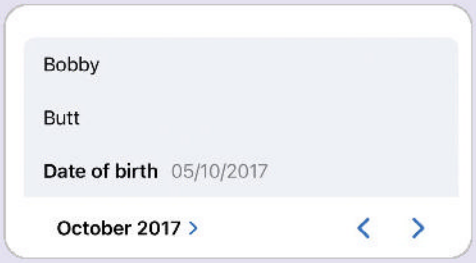
Creating an Apple ID for a child to add to your family group is one of the most useful things you can do to take advantage of the facility. It will allow your child to enter the world of mobile and fixed computing in a safe way, and also ensure that they get more enjoyment from their devices.



+ Invite Others

Create Child Account

Child accounts can be created by a parent or legal guardian for children aged 12 or younger.

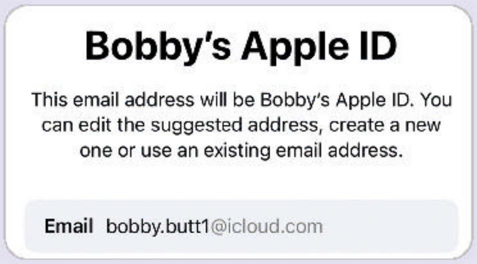


Bobby

Butt

Date of birth 05/10/2017

October 2017 >



Bobby's Apple ID

This email address will be Bobby's Apple ID. You can edit the suggested address, create a new one or use an existing email address.

Email bobby.butt1@icloud.com

1 Setting it up

Go to Settings>Apple ID>Family Sharing, then click on the '+' icon in the top-right corner. You will now see the 'Create Child Account' option – tap it.

2 Enter the child's info

Supply the child's name and date of birth and then tap 'Verify You Are an Adult'. You will then need to provide payment card details for the child's purchases.

3 Enter email address

You then need to either enter an email address for the child or go with the @iCloud.com email address supplied. Once that is confirmed the account is go!

Settings

Developer
Apple Inc

Difficulty
● ○ ○

Time needed
03

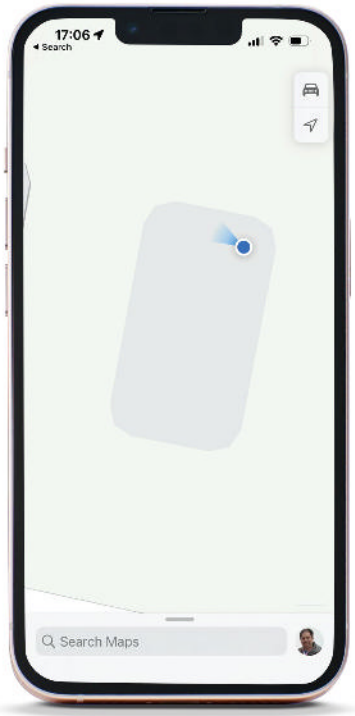
App credit: Apple Inc

Turn off precise location tracking

Rather an app didn't know exactly where you are? You can make your location appear more fuzzy

Your iPhone can pinpoint your precise location using GPS, Bluetooth, cellular towers and crowd-sourced Wi-Fi hotspots, but does that make you feel uneasy? Sure, some apps will benefit from knowing exactly where you are (a map app for example), but for others, it's less important.

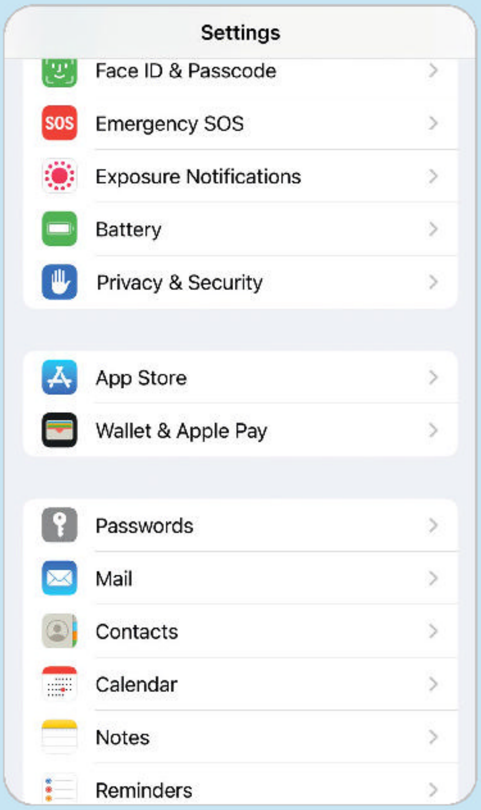
While you could turn off location tracking in its entirety, you can also make the information less precise. This will allow an app to determine your approximate location without homing in further. This way you'll still be able to make good use of most apps, while enjoying some additional peace of mind.



Map apps like to know exactly where you are – but do you want them to know?

Step-by-step

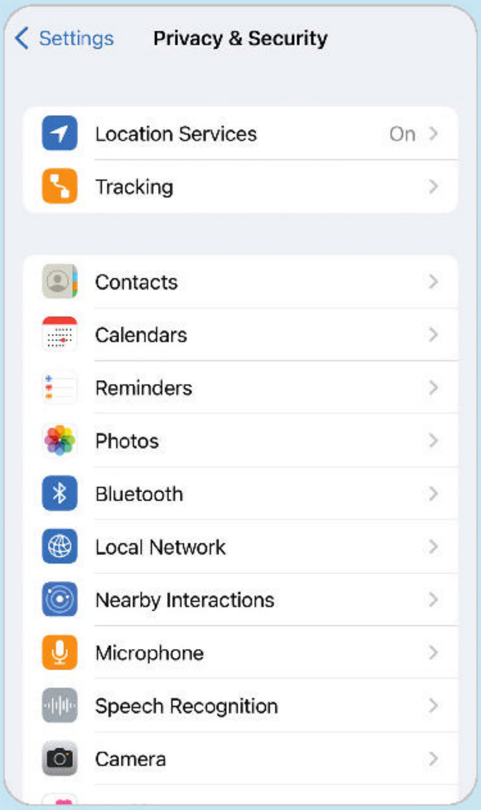
Stop apps using your precise location


Settings

- Face ID & Passcode
- Emergency SOS
- Exposure Notifications
- Battery
- Privacy & Security
- App Store
- Wallet & Apple Pay
- Passwords
- Mail
- Contacts
- Calendar
- Notes
- Reminders

1 Check your Privacy

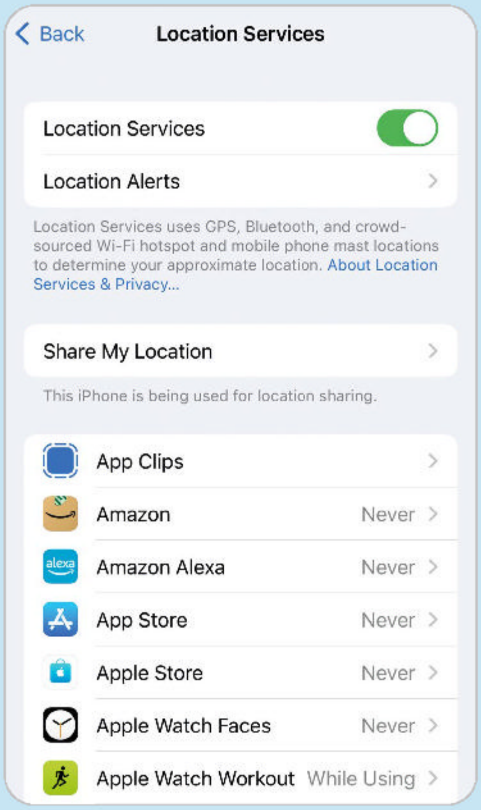
To discover which apps are able to make use of your location, you will need to launch the Settings app on your iPhone. Now just scroll down and select 'Privacy & Security'.


< Settings Privacy & Security

- Location Services On
- Tracking
- Contacts
- Calendars
- Reminders
- Photos
- Bluetooth
- Local Network
- Nearby Interactions
- Microphone
- Speech Recognition
- Camera

2 Tap Location Services

You'll see two options at the top of the screen. Select 'Tracking' and turn it off so apps can't track your activity across other sites and apps. Then tap 'Location Services'.


< Back Location Services

Location Services ●

Location Alerts

Location Services uses GPS, Bluetooth, and crowd-sourced Wi-Fi hotspot and mobile phone mast locations to determine your approximate location. About Location Services & Privacy...

Share My Location

This iPhone is being used for location sharing.

App Clips	
Amazon	Never
Amazon Alexa	Never
App Store	Never
Apple Store	Never
Apple Watch Faces	Never
Apple Watch Workout	While Using

3 View the apps

You will see a list of apps that can make use of location tracking. Some may say 'Never' because you've chosen not to allow that app to track. Tap one you are allowing.

Deactivate location tracking when launching apps

You don't need to keep delving into Settings to turn off precise location tracking

Launch an app

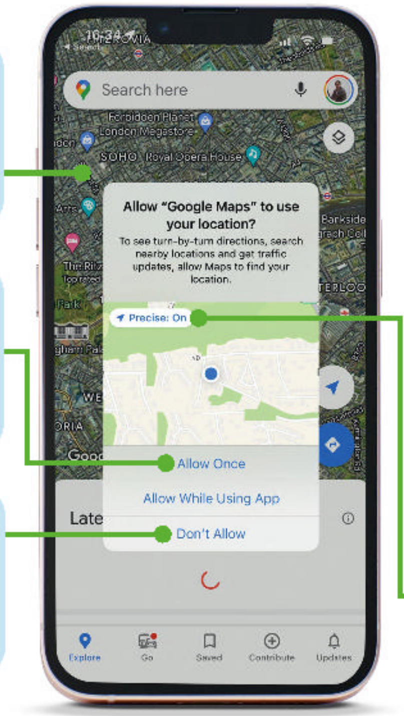
When you launch an app for the first time – or if you set the app to ask for permission each time – you'll be asked about how it uses your location.

Setting permissions

If you allow your location to be used just once, the app will ask you again the next time. You can also allow location sharing while using the app.

Turn it off

By selecting 'Don't Allow', you will be preventing the app from using your location until you make a change in the 'Location Services' settings.



Allow "Google Maps" to use your location?

To see turn-by-turn directions, search nearby locations and get traffic updates, allow Maps to find your location.

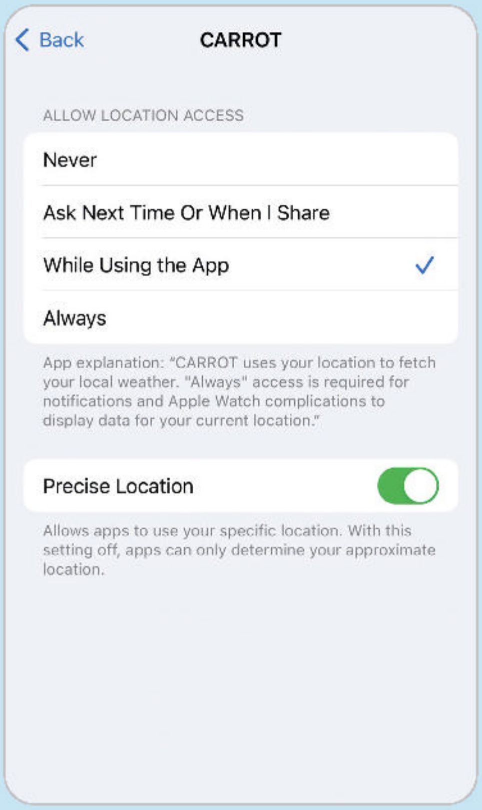
Knowledge base

Turn off location tracking

If you would rather no app could track your location, even if it means that some of them may not work as well as you may expect, then you can go nuclear and completely turn off tracking. It's easy to do. Just launch Settings, select Privacy & Security> Location Services. On the next screen, toggle 'Location Services' to off.

Stop precise tracking

Precise location tracking is active by default when making your decision, but if you tap the 'Precise' button, you can turn it off instantly. You can then see the wider area it will use instead.



< Back CARROT

ALLOW LOCATION ACCESS

- Never
- Ask Next Time Or When I Share
- While Using the App ✓
- Always

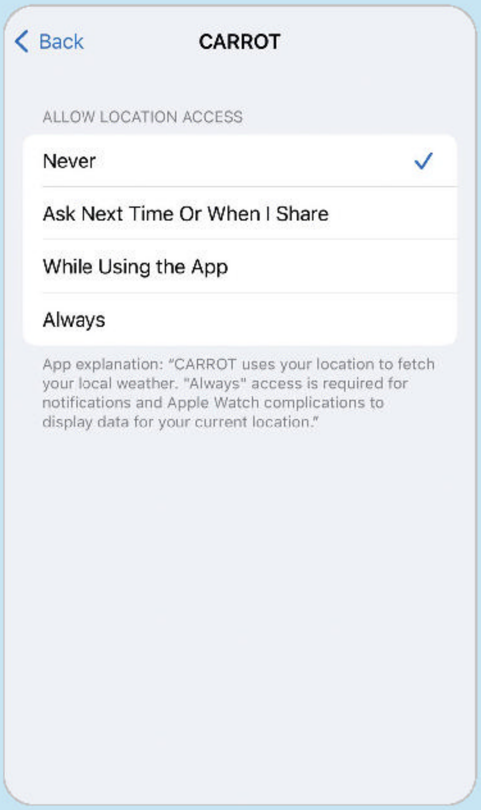
App explanation: "CARROT uses your location to fetch your local weather. "Always" access is required for notifications and Apple Watch complications to display data for your current location."

Precise Location ●

Allows apps to use your specific location. With this setting off, apps can only determine your approximate location.

4 Check access

Want to make use of tracking? It's a good idea to only allow apps to access your location while using them. You can also force an app to ask for permission each time.



< Back CARROT

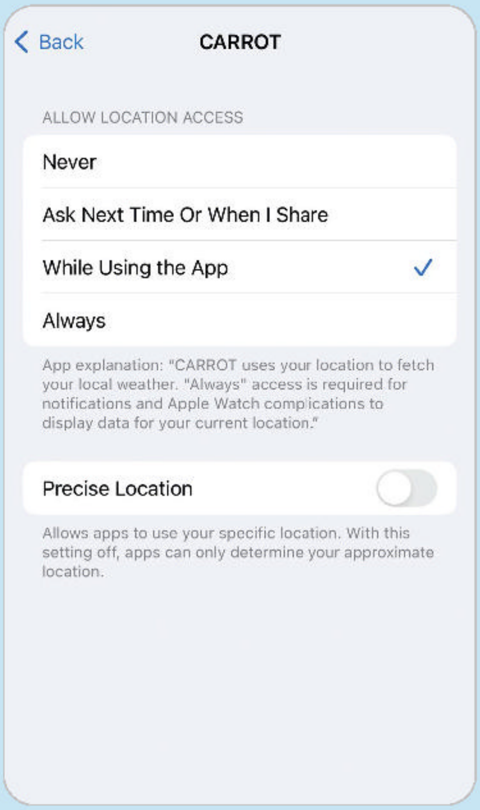
ALLOW LOCATION ACCESS

- Never ✓
- Ask Next Time Or When I Share
- While Using the App
- Always

App explanation: "CARROT uses your location to fetch your local weather. "Always" access is required for notifications and Apple Watch complications to display data for your current location."

5 Turn off tracking

If you don't want the app to track you at all, then you could select 'Never'. Just be aware that this action could make some apps (such as weather or maps) difficult to use.



< Back CARROT

ALLOW LOCATION ACCESS

- Never
- Ask Next Time Or When I Share
- While Using the App ✓
- Always

App explanation: "CARROT uses your location to fetch your local weather. "Always" access is required for notifications and Apple Watch complications to display data for your current location."

Precise Location ○

Allows apps to use your specific location. With this setting off, apps can only determine your approximate location.

6 Flick the switch

Perhaps it's better to avoid selecting Never and toggling 'Precise Location' to the off position instead. This means the app can only make use of your approximate location.

StepsApp Pedometer

Developer
StepsApp GmbH

Difficulty
● ○ ○

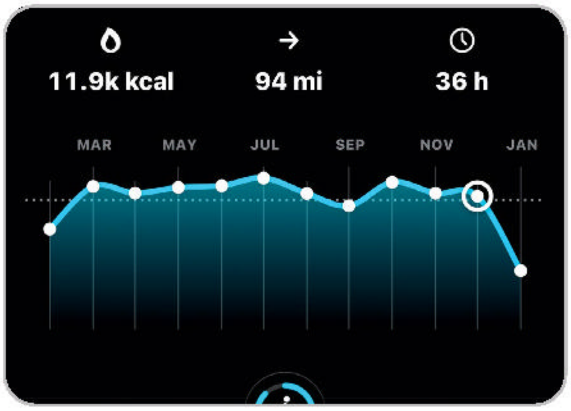
Time needed
10

• App credit: StepsApp

Track your steps with just your iPhone

Sometimes all you need are basic stats to keep the motivation up for improving your fitness. Here's a way to get them

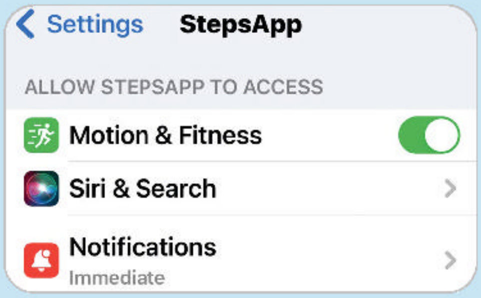
There is no doubt that an Apple Watch or an alternative fitness tracker can help you to get fitter, and the many benefits have been proven. However, the majority of people usually do not need all of the sensors and advanced tracking these devices offer, and so they can be overkill for their needs. The fact is that you have much of what you need already built into your iPhone thanks to the motion sensors, and when you add a clever app like StepsApp you will instantly be able to see how much you move during the day. Spending some time studying your StepsApp results will help spur you on to improve your general activity levels. It is a cost-effective and satisfying solution.



Over time StepsApp will create a set of stats that detail your general activity improvements

Step-by-step

Move more with less



ALLOW STEPSAPP TO ACCESS

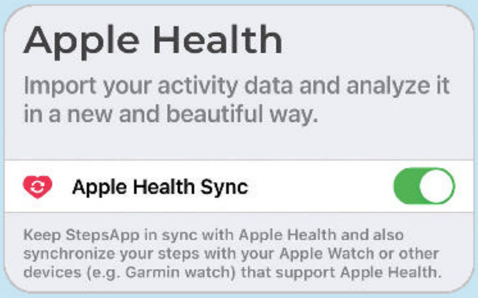
Motion & Fitness: on

Siri & Search

Notifications: Immediate

1 Set it up

To ensure that StepsApp tracks your iPhone movement, just make sure that 'Motion & Fitness' is enabled in Settings. The tracking will now be automatic.



Apple Health

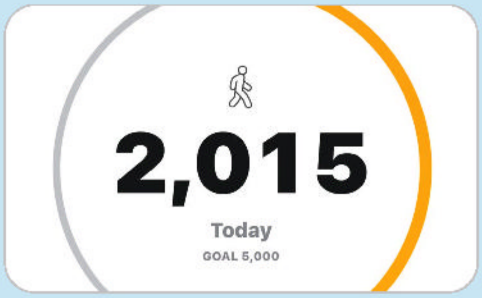
Import your activity data and analyze it in a new and beautiful way.

Apple Health Sync: on

Keep StepsApp in sync with Apple Health and also synchronize your steps with your Apple Watch or other devices (e.g. Garmin watch) that support Apple Health.

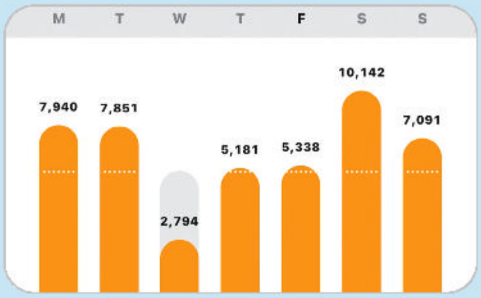
2 Share the stats

It is advised to enable 'Apple Health Sync' in the StepsApp settings so that it can attempt to use stats that come from other devices. You do not want to miss any activity.



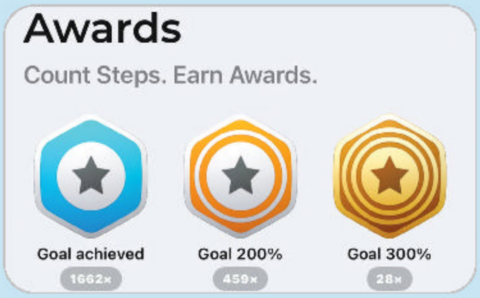
3 Time to walk

You can now leave the app alone and simply carry your iPhone with you while walking or running. Your steps will automatically be calculated.



4 Subtle improvement

The ability to view weekly and monthly step totals lets you check for improvement. Note how the visuals are designed to draw your focus when checking all of the stats.

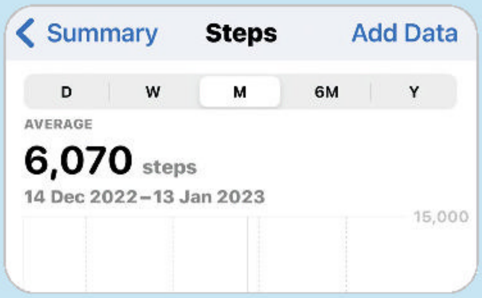


Awards

Count Steps. Earn Awards.

5 Gamify your movement

Awards are given as you pass milestones and these will be presented with a simple panel on the screen when you meet the targets. It is a purely reactive awards system.



AVERAGE
6,070 steps
14 Dec 2022–13 Jan 2023

6 A better mirror

StepsApp effectively mimics the stats stored in Apple Health, but are designed to help you improve. The solution sits between Apple Health and the Fitness app.

Apple could have designed StepsApp

Few apps marry the design and functionality here so well

Make it yours

You can change the colours used and also switch between light and dark. The app icon will automatically change colour to match your particular preference. There are other minimal settings.

Live for today

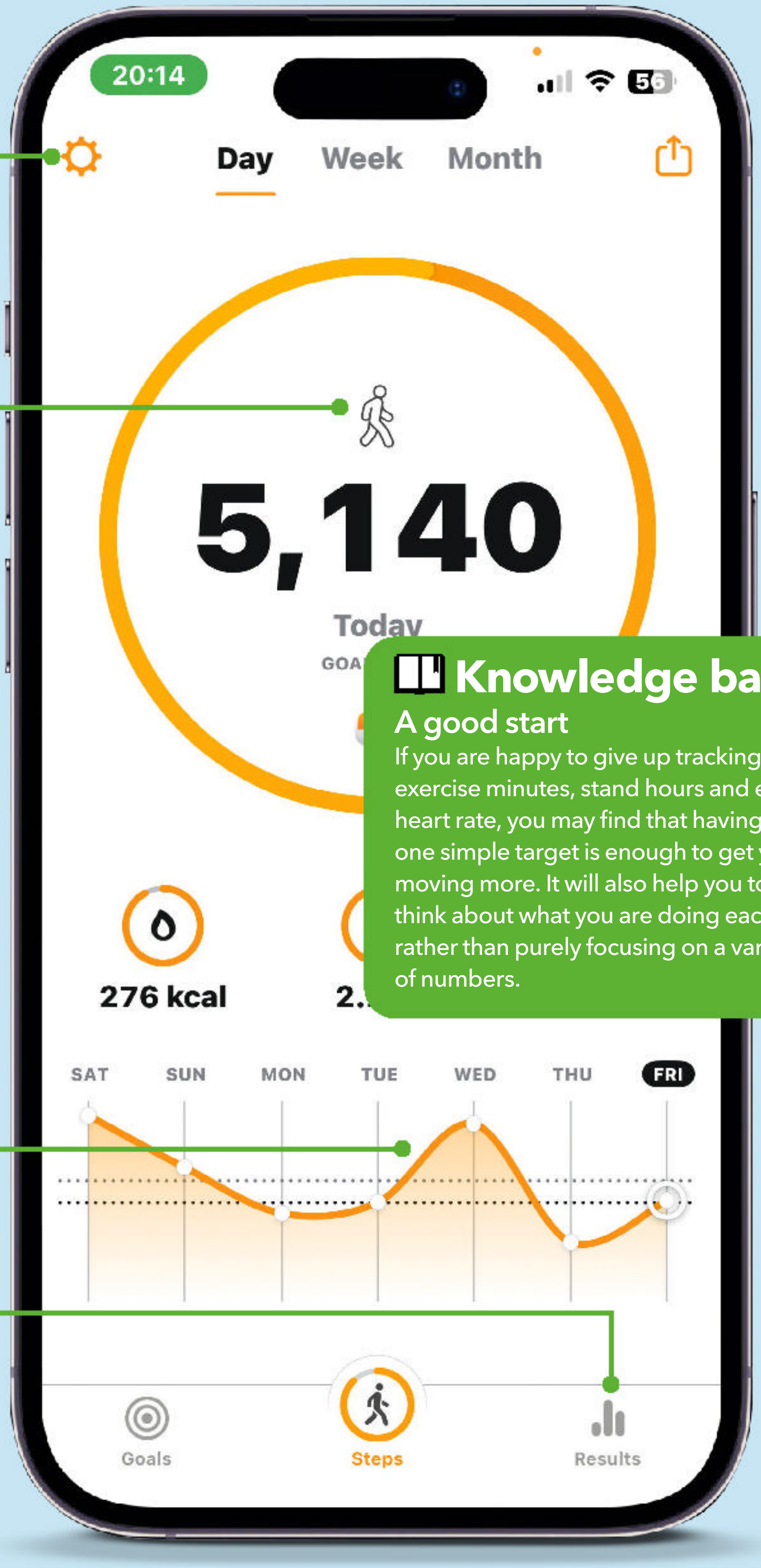
The main number details your step progress for today. These can also be displayed on the app icon and in a widget of your choosing. It is presented very clearly.

Up and down

The graph makes it obvious how far you have moved in comparison to previous days, and it will also help guide you to understand patterns of activity over time.

Gain some insights

StepsApp will take all of your stats and offer a raft of different numbers, all presented with graphs and imagery, that will help you improve over months. Simplicity works.



Knowledge base

A good start

If you are happy to give up tracking exercise minutes, stand hours and exact heart rate, you may find that having one simple target is enough to get you moving more. It will also help you to think about what you are doing each day rather than purely focusing on a variety of numbers.

Voice Memos

Developer
Apple Inc

Difficulty
○ ● ○

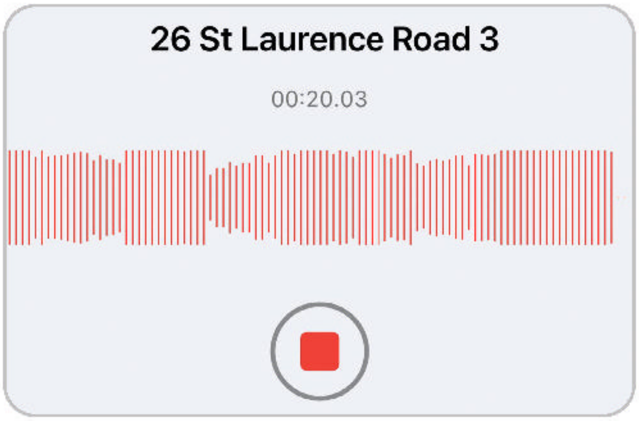
Time needed
10

• App credit: Apple Inc

Record anything with Voice Memos

How to record audio on your iPhone and then export it to GarageBand to mould it into this year's earworm

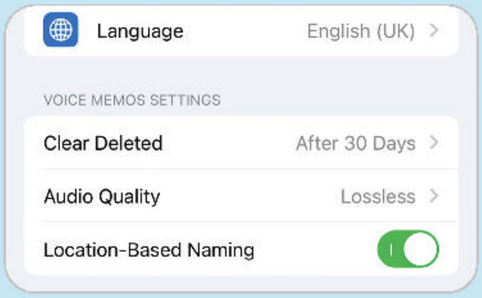
The iOS Voice Memos app is a useful tool to have to hand whenever inspiration finds you. You can capture audio at any moment, dictate thoughts and ideas and, if you're a musician, secure the next great riff, beat or arrangement that forms through your jamming. The latter is what we're concentrating on here, and we'll show you how to record a basic song riff using the Voice Memos app on your iPhone and then export it to GarageBand so that you can develop it further. This latter process is surprisingly complicated and not really something you will stumble across by accident. We'll reveal all in this guide.

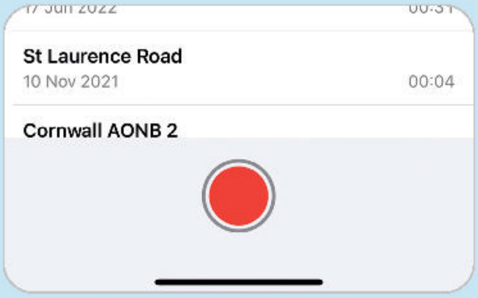

26 St Laurence Road 3
00:20.03

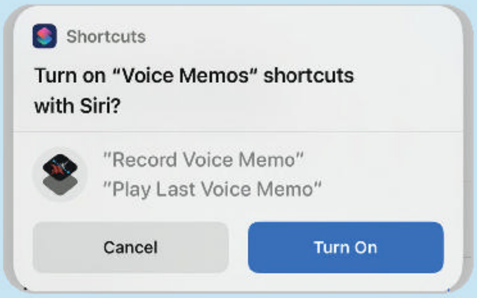
Swipe up on your recording to access a more detailed waveform…

Step-by-step

Record audio with Voice Memos


Language: English (UK)
VOICE MEMOS SETTINGS
Clear Deleted: After 30 Days
Audio Quality: Lossless
Location-Based Naming: ●


17 Jun 2022 00:31
St Laurence Road
10 Nov 2021 00:04
Cornwall AONB 2


Shortcuts
Turn on "Voice Memos" shortcuts with Siri?
"Record Voice Memo"
"Play Last Voice Memo"

1 Enhance the quality

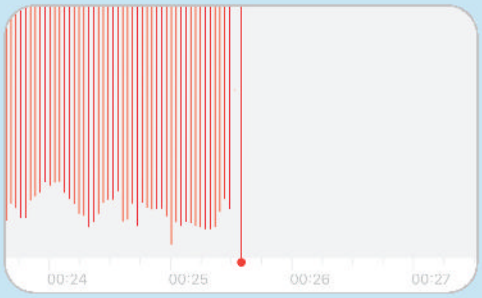
Go to Settings>Voice Memos and then tap on 'Audio Quality' (which will be set to 'Compressed' by default). Change this setting to 'Lossless' for better quality.

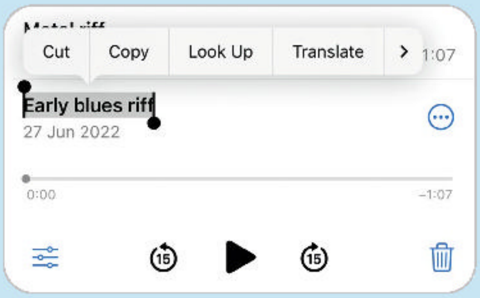
2 Start recording

When you're all good to go, hit the Record button and start riffing. It's much easier to use Siri for this action – just say, "Hey Siri, record a new voice memo".

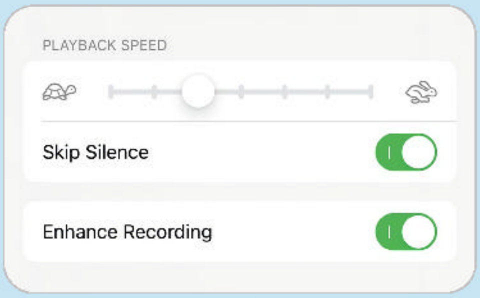
3 Turn on Siri shortcut

You will be prompted to 'Turn on "Voice Memos" shortcuts with Siri'. Tap 'Turn On' and your new voice memo will start recording straight after.





Early blues riff
27 Jun 2022
1:07
0:00
-1:07


PLAYBACK SPEED
Skip Silence: ●
Enhance Recording: ●

4 Pause, resume, or stop?

While recording, you can swipe up to see a more detailed waveform. You can also pause/resume the recording, whereas on the previous screen you could only stop (end) it.

5 Rename your sound clip

When you have finished, your recording will be listed. Tap on it and then tap the name to change it to something more applicable than the default.

6 Enhance your recording

Tap on the settings icon and you will find options to adjust the speed, erase any dead air ('Skip Silence'), and boost the audio quality ('Enhance Recording').

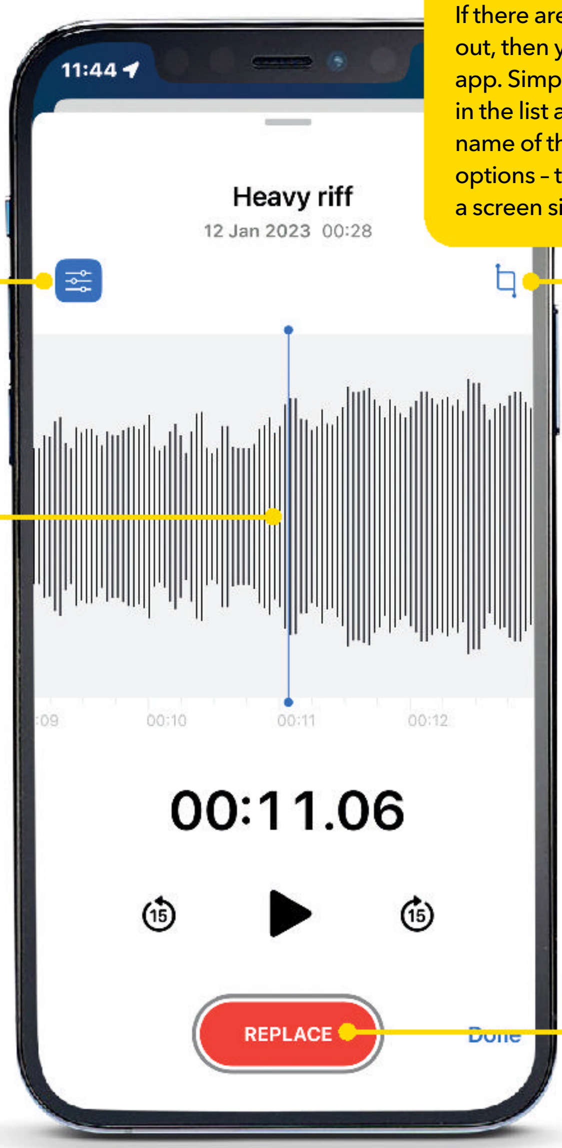
Refine your recording

Make quick and easy edits on the fly

Knowledge base

How to start editing

If there are parts of your recording you want to edit out, then you can do this within the Voice Memos app. Simply tap on the recording you wish to edit in the list and tap on the '…' icon opposite the name of the file. This will bring up a full menu of options – tap 'Edit Recording' and you will arrive at a screen similar to this one.



Memo settings

Tapping on this icon will bring up a menu of options. Here you can adjust the speed, enable 'Skip Silence' to automatically remove any dead air from the recording, and turn on the 'Enhance Recording' option to reduce background noise and any echo. This doesn't change the recording itself, only how it sounds when you play it.

Find a point

Press and hold on the waveform and you will be able to drag it left or right to any point in your recording. You can also skip backwards or forwards through the sound file in 15-second increments by tapping the buttons situated either side of the Play button.

Crop the audio

Tap here to crop your recording. You will be able to drag the handles on the lower waveform to bookend a portion of audio, and then tap 'Delete' to cut that portion out or 'Trim' to cut the audio to the length specified within the handles.

Record over

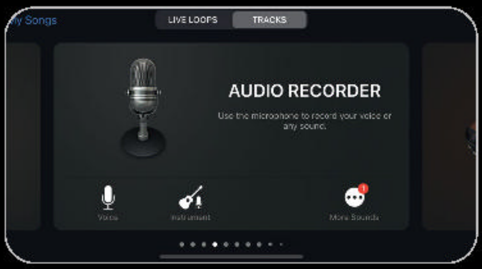
If there is a portion that you want to redo, move the waveform to that point and then tap the 'Replace' button. The app will start recording again from the specified point.

Step-by-step

Export memos to GarageBand

Work them up in GarageBand

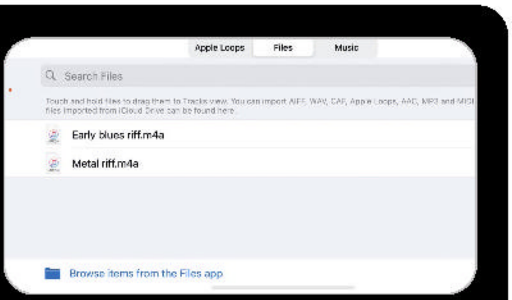
Your rough Voice Memo 'demos' can be worked up in GarageBand. To get the Voice Memos file there, tap on the '…' icon and choose 'Share', then tap 'Save to Files' and backtrack to the main Browse screen. From there, choose Locations>On My iPhone and tap on 'GarageBand for iOS'. You should now see a folder called 'GarageBand File Transfer', tap on it and then tap 'Save'. You can now leave the Voice Memos app and launch GarageBand.



Use the microphone to record your voice or any sound.

1 Navigate to your memo

In GarageBand, tap '+' to create a new track, select 'Audio Recorder' and then tap on the track view icon, which is the middle icon in the top-left. Now tap on the loops icon (middle icon in the top-right).



Touch and hold files to drag them to Tracks view. You can import AIFF, WAV, CAF, Apple Loops, AAC, MP3 and MIDI
files imported from iCloud Drive can be found here.

2 Drag and drop

Select the 'Files' tab and you'll see your converted memo. Press and hold on it and you can drag it into the track you want. You can then use all of GarageBand's editing tools to develop it further.

Health

Developer
Apple Inc

Difficulty
● ○ ○

Time needed
10

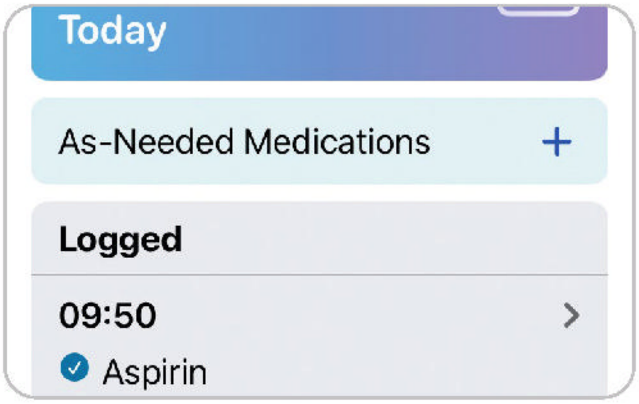
• App credit: Apple Inc

Set up medications and reminders in Health

Never forget to take your medications again. Use the Apple Health app on the iPhone to track them

Whether you simply take something for a headache occasionally or take daily doses of medications, the Health app on the iPhone can help you to keep track of them. The latest version of iOS is required, and this adds a customisable Medications section to the Health app. Use it to track your treatment.

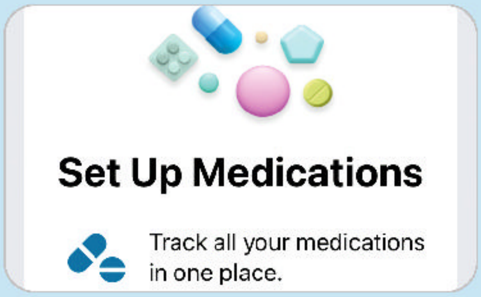
The app enables you to enter each medication you take, when you need to take it, how much to take, and include notes like whether or not it needs to be taken with food. Log when you take your medications, but if you forget, the Health app will remind you. It is simple, yet effective and could make a big difference to your health.


Today
As-Needed Medications +
Logged
09:50
✓ Aspirin

Log when you take medications in the Health app so you know what you took and when

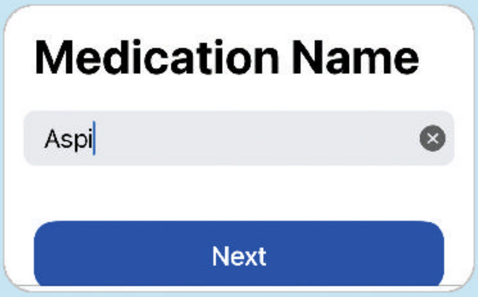
Step-by-step

Add medications to Apple Health


Set Up Medications
Track all your medications in one place.

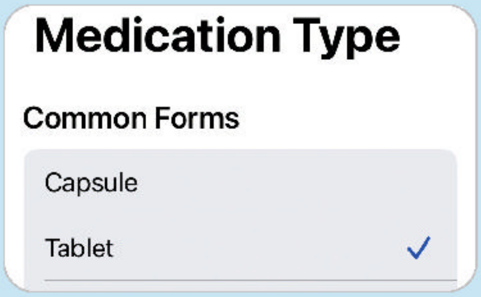
1 Set up medications

Open Apple Health on the iPhone and press the 'Browse' button in the bottom-right corner of the screen. Press 'Medications' to start. This appears the first time it is used.


Medication Name
Aspi
Next

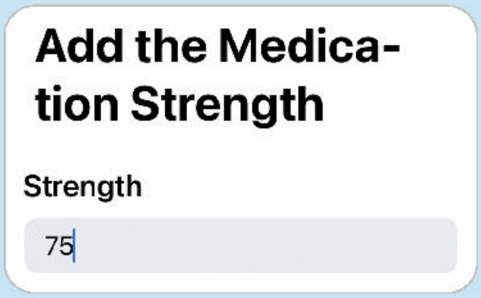
2 Search for medicines

Tap in the search box and type the name of the medication. A currently US-only feature is that the medication may be listed as a suggestion. Tap the 'Next' button.


Medication Type
Common Forms
Capsule
Tablet ✓

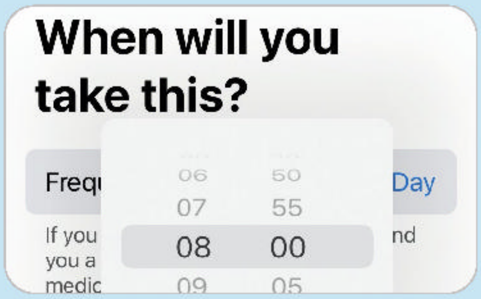
3 Select the type

The first of a series of questions appears asking about the medication. Select the form of the medication, such as a tablet, liquid, cream and so on. Press 'Next' below.


Add the Medication Strength
Strength
75

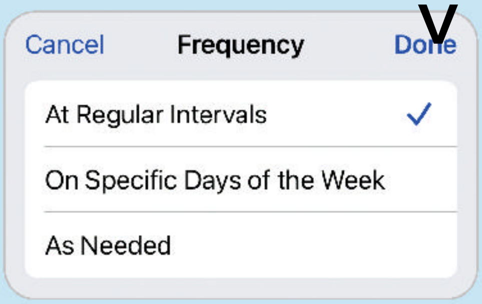
4 Add the strength

Look at the medicine container and see if you can find the strength. With this medication in tablet form, the strength is in mg. Enter it, swipe up and then press 'Next'.


When will you take this?
Freq
06 50
07 55
08 00
09 05
Day
If you
you a
medic
nd

5 Schedule a time

On the next screen, a time to take the medicine is suggested. Tap the time and use the control to set it. Tap 'Add a Time' if you take the medication several times a day.

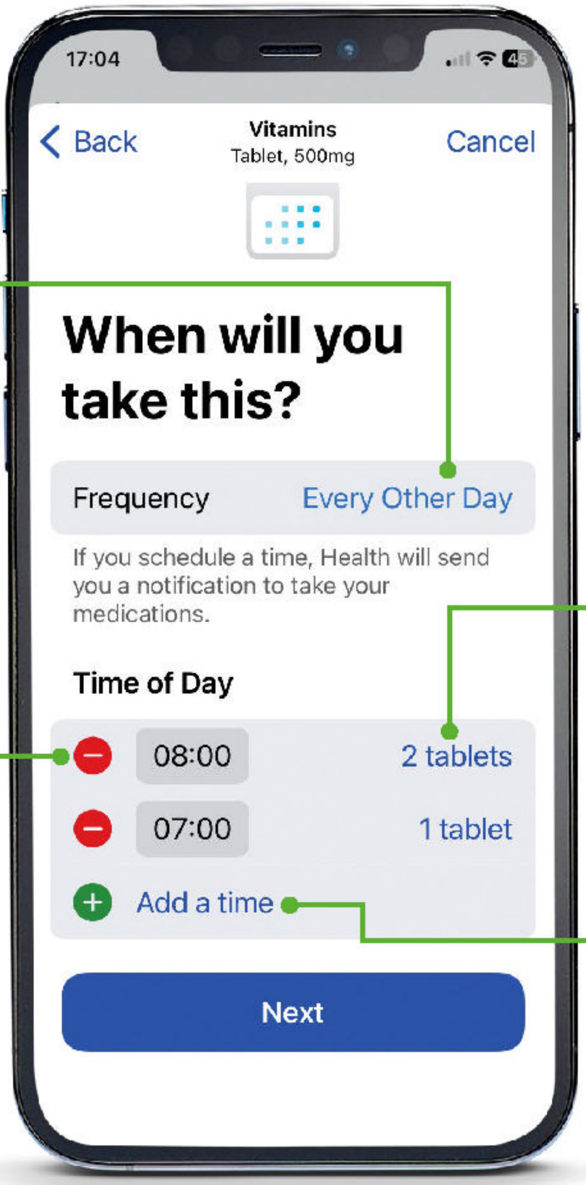

Cancel Frequency Done
At Regular Intervals ✓
On Specific Days of the Week
As Needed

6 Set the frequency

Medications default to daily, but press the link to the right of 'Frequency' and this screen appears. Choose the interval, select specific days of the week or 'As Needed'.

Medication schedule

Set up medication reminders in Health



Vitamins
Tablet, 500mg

When will you take this?

Frequency: Every Other Day

If you schedule a time, Health will send you a notification to take your medications.

Time of Day

08:00 2 tablets

07:00 1 tablet

Medication frequency

How often do you need to take this medicine? Press here and select. The options include daily, every other day, certain days of the week, or simply as and when needed. It sets up reminders.

Choose a time

Do you need to take this medicine at certain times of the day? The current time is used by default, so press it to set the exact time you need to take the medication. It creates a reminder.

Knowledge base

Coming soon, maybe?

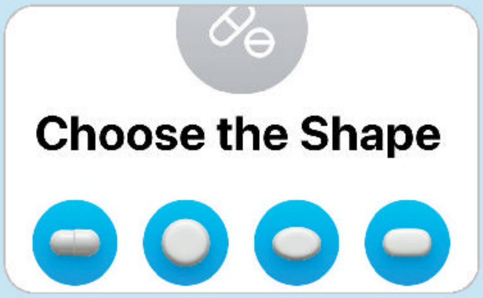
The UK version of Health medications is limited compared to the US app. Hopefully we will soon get the US features, so look out for them. A brilliant US feature is using the iPhone camera to add medications. On the add medication screen, tap the camera, point it at the bottle or packet and it reads the medicine and dosage and enters it.

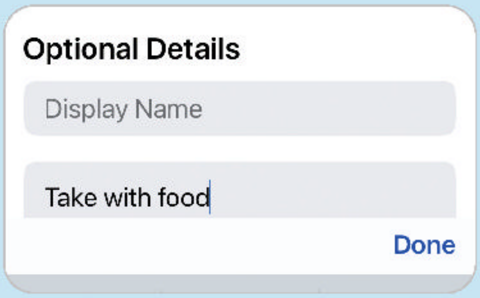
Set the dose

What quantity of medication do you need to take? Tap here and select the amount. In this case it is a number of tablets, but it varies with the medication and could be liquid, capsules or cream.

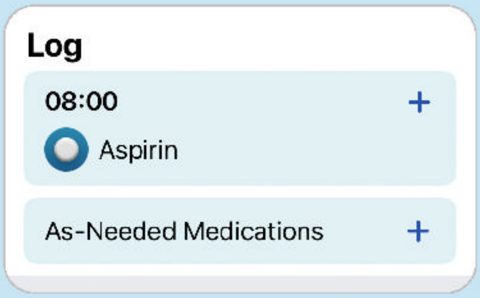
Add more times

Only one time is created by default, so if you need to take this medication several times a day, press 'Add a time' to create a new entry. Then you can customise the time and the dosage.


Choose the Shape


Optional Details

Take with food


Log

08:00 +
Aspirin

As-Needed Medications +

7 Shape and colour

Select the shape of the tablet followed by the colour. Why? An image appears in reminders and your medications list and it helps to ensure that you take the right one.

8 Add notes

Continue to this Review Details screen. Enter a nickname in Display Name, if you prefer. Tap in the notes box and add details like "Do/don't take with food".

9 Log medications

When finished, you are returned to the Medications screen. Press 'Add Medication' if you take more than one. Press the '+' icon under Log when you take a medication.

Mail

Developer
Apple Inc

Difficulty
● ○ ○

Time
needed

03

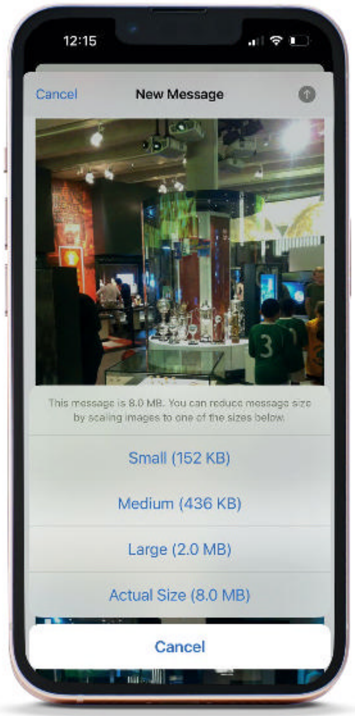
App credit: Apple Inc

Attach anything to an email in Mail

The Mail app on your iPhone lets you attach images, videos and files – even if they're really big!

With Mail on your iPhone, you can easily attach documents, images, videos and more to an email and even get around size restrictions thanks to a great feature called Mail Drop. You can also take a fresh photo or a scan of a document and attach those right from within the Mail app.

In this tutorial, that's exactly what we're going to explore, though this method is not the only way of attaching files. If you find an item in your Photos or Files apps, for example, you can tap the share button and select Mail in order to attach it. You can also attach multiple items. It makes for a rather versatile feature.


12:15
Cancel
New Message

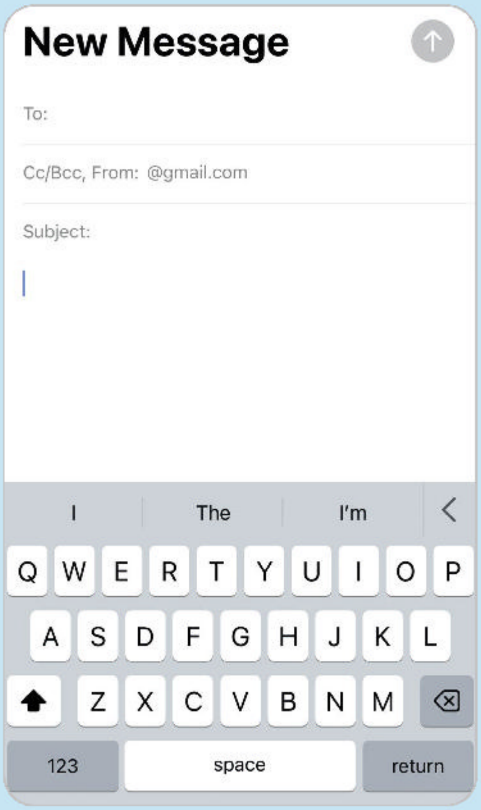
This message is 8.0 MB. You can reduce message size by scaling images to one of the sizes below.

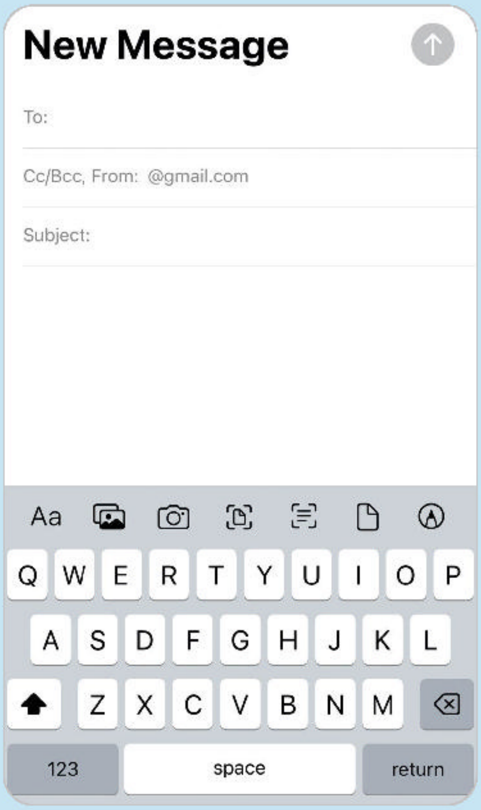
Small (152 KB)
Medium (436 KB)
Large (2.0 MB)
Actual Size (8.0 MB)
Cancel

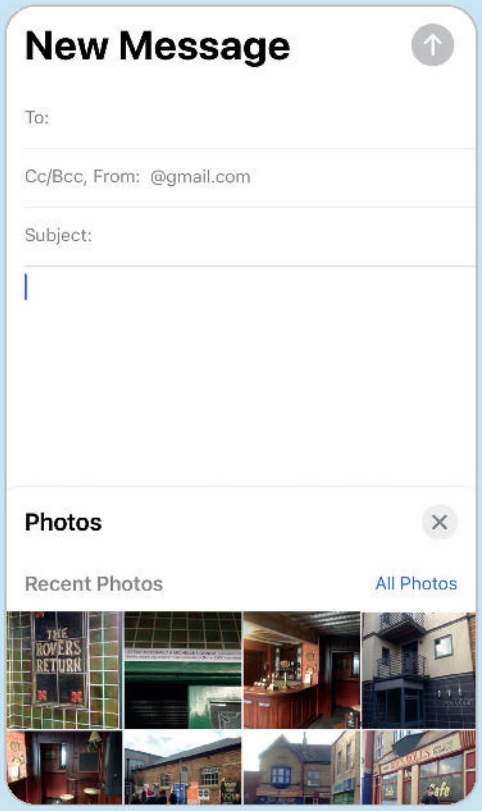
It's possible to reduce the size of Mail attachments

Step-by-step

Attach a file in iOS Mail


New Message
To:
Cc/Bcc, From: @gmail.com
Subject:
I
The
I'm
123
space
return


New Message
To:
Cc/Bcc, From: @gmail.com
Subject:
Aa
123
space
return


New Message
To:
Cc/Bcc, From: @gmail.com
Subject:
Photos
Recent Photos
All Photos

1 Compose an email

Either tap the 'Compose Email' button in the bottom-right corner of the Mail app or reply to an email. Now tap the area where you write your email to call up the keyboard.

2 View your options

Above the keyboard to the right, you'll see a back-facing arrow. Tap this and you can see the different types of attachments you can use. Tap the photo icon, for example.

3 Attach an image

The keyboard will be replaced with a selection of recent images from your Camera Roll. You can tap 'All Photos' to see more or scroll and tap an image you'd like to attach.

Make use of Mail Drop

Large attachments can often fall foul of email limits, but Apple has a built-in solution

Use Mail Drop

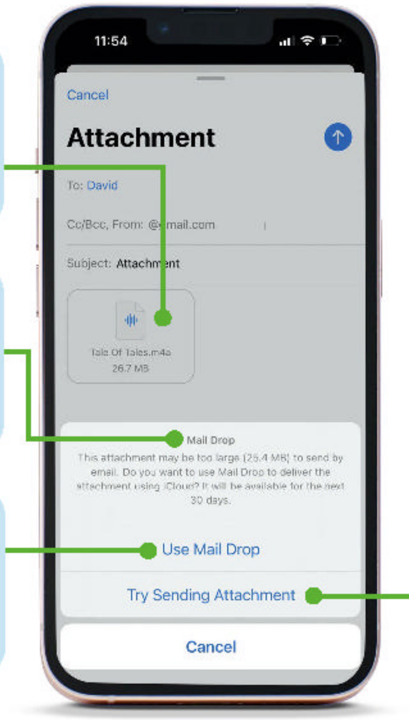
If an attachment is too large to send by email, you will have the option to make use of Mail Drop. You will need an iCloud account.

Send large files

You can send attachments of up to 5GB in size, and they don't count against your iCloud storage (although there is an overall storage limit of 1TB).

Stored in iCloud

To use Mail Drop, simply tap this button. It will be stored in iCloud for 30 days and the recipient will be able to download it during that period.



11:54
Cancel
Attachment

To: David

Cc/Bcc, From: @gmail.com

Subject: Attachment

Tale Of Tales.m4a
26.7 MB

Mail Drop

This attachment may be too large (25.4 MB) to send by email. Do you want to use Mail Drop to deliver the attachment using iCloud? It will be available for the next 30 days.

Use Mail Drop
Try Sending Attachment
Cancel

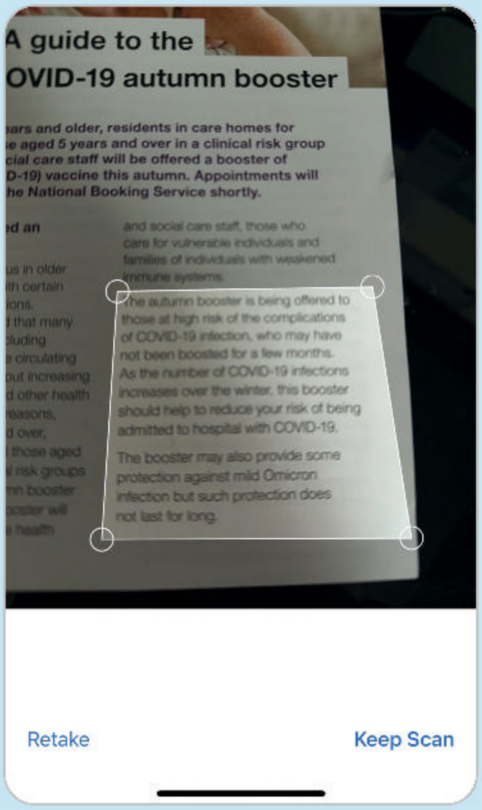
Knowledge base

Reduce the size of an attachment

When you send an image or video as an email attachment, you will be given the option to reduce its size. While you could opt to override this by selecting 'Actual Size', choosing Small, Medium or Large will often get around the need to use Mail Drop. Just be aware that smaller files will be of lower quality.

Try Sending Attachment

Of course, you may wish to try and send the attachment without Mail Drop, but anything over 20MB is likely to cause you problems.



A guide to the
OVID-19 autumn booster

ears and older, residents in care homes for
e aged 5 years and over in a clinical risk group
cial care staff will be offered a booster of
D-19) vaccine this autumn. Appointments will
he National Booking Service shortly.

d an

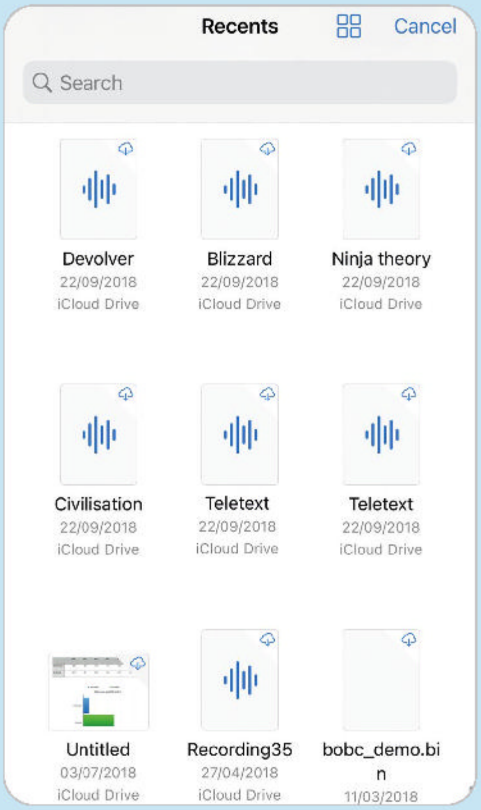
us in older
ith certain
ions.
that many
luding
circulating
out increasing
d other health
reasons,
d over,
those aged
l risk groups
mn booster
ooster will
health

and social care staff, those who care for vulnerable individuals and families of individuals with weakened immune systems.

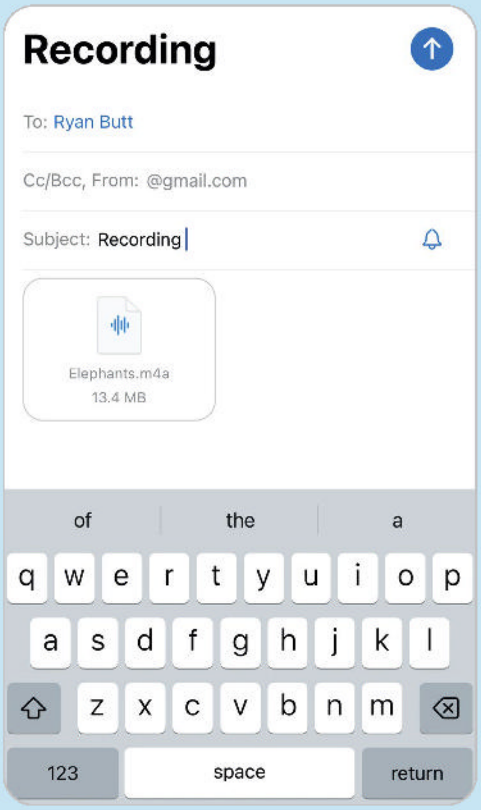
The autumn booster is being offered to those at high risk of the complications of COVID-19 infection, who may have not been boosted for a few months. As the number of COVID-19 infections increases over the winter, this booster should help to reduce your risk of being admitted to hospital with COVID-19.

The booster may also provide some protection against mild Omicron infection but such protection does not last for long.

Retake
Keep Scan



Recents
Cancel
Search
Devolver
22/09/2018
iCloud Drive
Blizzard
22/09/2018
iCloud Drive
Ninja theory
22/09/2018
iCloud Drive
Civilisation
22/09/2018
iCloud Drive
Teletext
22/09/2018
iCloud Drive
Teletext
22/09/2018
iCloud Drive
Untitled
03/07/2018
iCloud Drive
Recording35
27/04/2018
iCloud Drive
bobc_demo.bin
11/03/2018



Recording

To: Ryan Butt

Cc/Bcc, From: @gmail.com

Subject: Recording

Elephants.m4a
13.4 MB
of
the
a
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return

4 Take a new shot

You can also tap the Camera icon for fresh content (tap 'Use Photo' or 'Use Video' when done). Or tap the 'Scan' icon, position a document, select 'Keep Scan' and 'Save'.

5 Browse your files

Tapping the Document icon will allow you to browse your Files app. Use the search box or manually scroll and tap the file you want to use. It will be attached to the email.

6 Send the attachment

To send your attachment in the email, just enter an email address (the subject line and body copy is optional but advisable). Hit 'Send' and your attachment should be sent.

Settings

Developer
Apple Inc

Difficulty
● ○ ○

Time needed
10

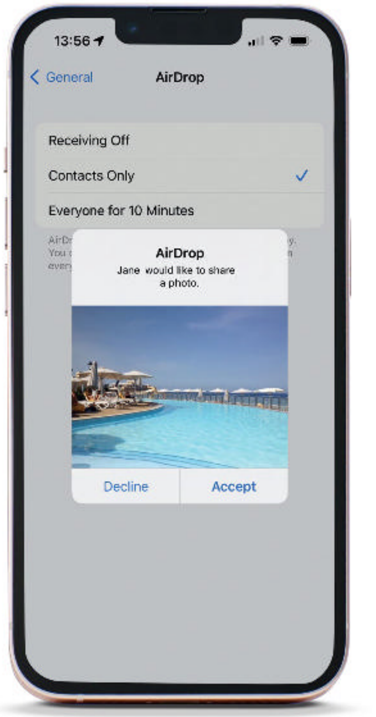
• App credit: Apple Inc

Make AirDrop more secure

Ensure that strangers can only send AirDrop items to you for a very limited amount of time

So you're on public transport and your iPhone springs to life. A stranger is trying to send you a photograph or a file you haven't asked for, but how are they doing this? Most likely because you have allowed everyone to send you items via AirDrop, Apple's file-sharing feature which uses Bluetooth Low Energy and peer-to-peer Wi-Fi.

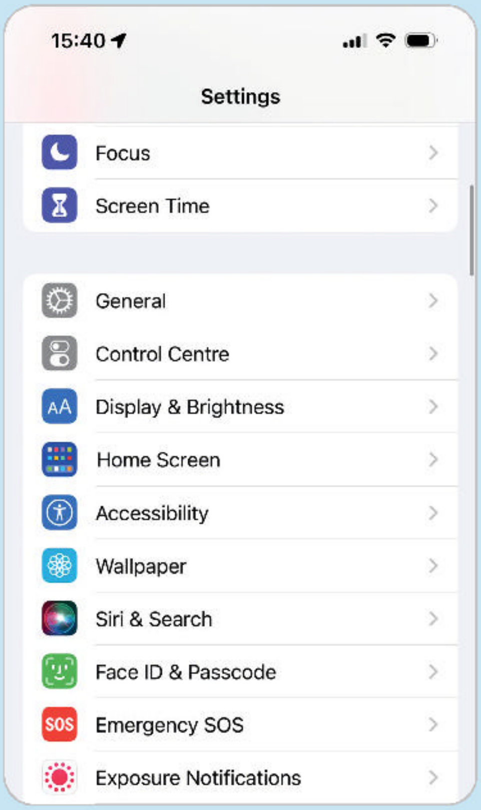
Unsolicited approaches from strangers get through because 'Everyone' is active in the AirDrop settings. Until recently, this would have remained so until you turned it off or opted for contacts only, but that has now changed with the iOS 16.2 update's ten-minute limit.

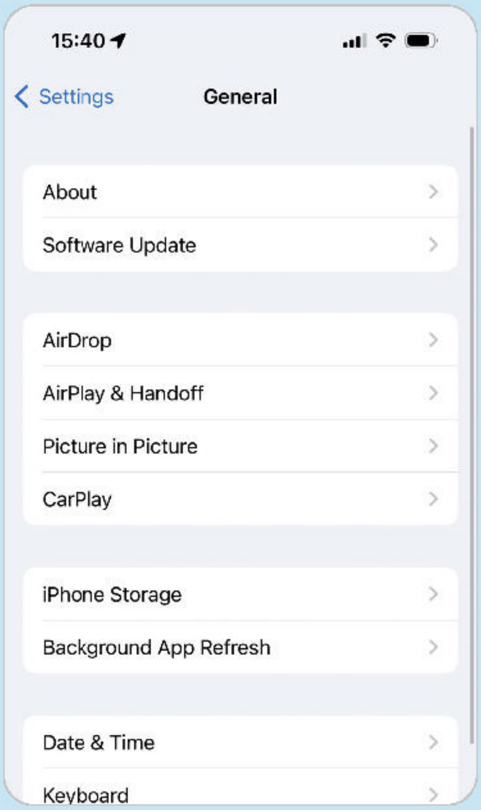

13:56
General
AirDrop
Receiving Off
Contacts Only ✓
Everyone for 10 Minutes
AirDrop
Jane would like to share a photo.
Decline
Accept

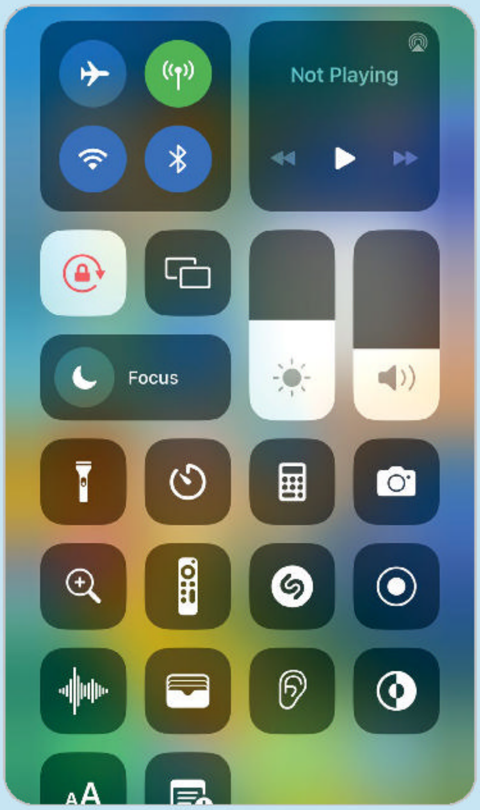
Turn AirDrop off when travelling so you don't appear on someone's device

Step-by-step

Create an AirDrop time limit


15:40
Settings
Focus
Screen Time
General
Control Centre
Display & Brightness
Home Screen
Accessibility
Wallpaper
Siri & Search
Face ID & Passcode
Emergency SOS
Exposure Notifications


15:40
Settings
General
About
Software Update
AirDrop
AirPlay & Handoff
Picture in Picture
CarPlay
iPhone Storage
Background App Refresh
Date & Time
Keyboard


Not Playing
Focus

1 Access the controls

Want to receive AirDrops from someone who isn't in your contacts? You need to open up your AirDrop settings to all. You can do this via the Settings app, tapping 'General'.

2 Select AirDrop

Once you're on the General settings screen, you just need to tap 'AirDrop'. When you do that, you'll be able to make a decision about how widely you want to grant access.

3 Alternative method

There is also another way to view your AirDrop settings and you may find that this is preferable. You start by swiping down on the screen to call upon the Control Centre.

Best ways to secure AirDrop

If you're still worried about unwanted approaches, what else can you do?

Check the sender

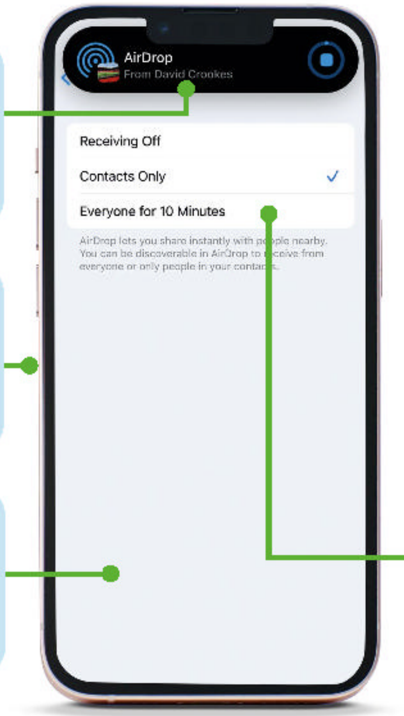
When sent something via AirDrop, pay attention to the alert. You'll be shown the name of the sender and a preview. You can accept or decline.

Get up close

Place your iPhone as close to the sender's device as possible. It makes a connection easier and reduces the opportunity for other devices.

Keep updated

iOS 16.2 brought this security enhancement to AirDrop, so anyone updating would instantly benefit; always stay on top of the latest updates.



AirDrop
From David Crookes

Receiving Off
Contacts Only ✓
Everyone for 10 Minutes

AirDrop lets you share instantly with people nearby. You can be discoverable in AirDrop to receive from everyone or only people in your contacts.

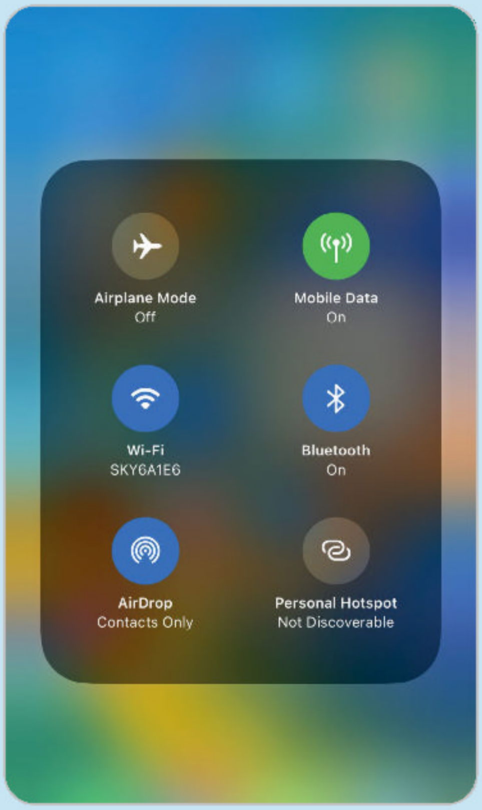
Knowledge base

When to turn on Everyone

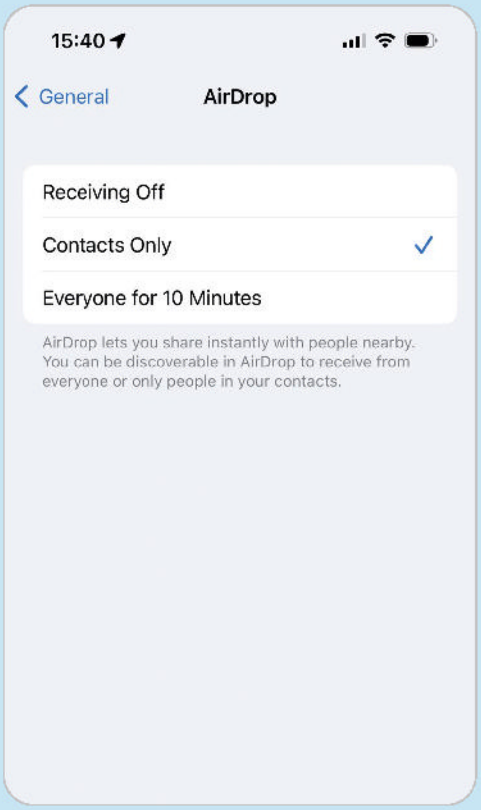
It's best practice to activate 'Everyone for 10 Minutes' mere seconds before someone is going to AirDrop an item to your iPhone. This will reduce the chance of receiving something you don't want. If the person AirDropping is likely to want to send you more stuff in the future, you could consider adding them to your contacts.

Don't wait 10 minutes

Sure, this new feature is better than the old option which left Everyone turned on indefinitely, but it's still safest to go back to the settings and select 'Contacts Only', or turn it off.



Airplane Mode Off
Mobile Data On
Wi-Fi SKY6A1E6
Bluetooth On
AirDrop Contacts Only
Personal Hotspot Not Discoverable

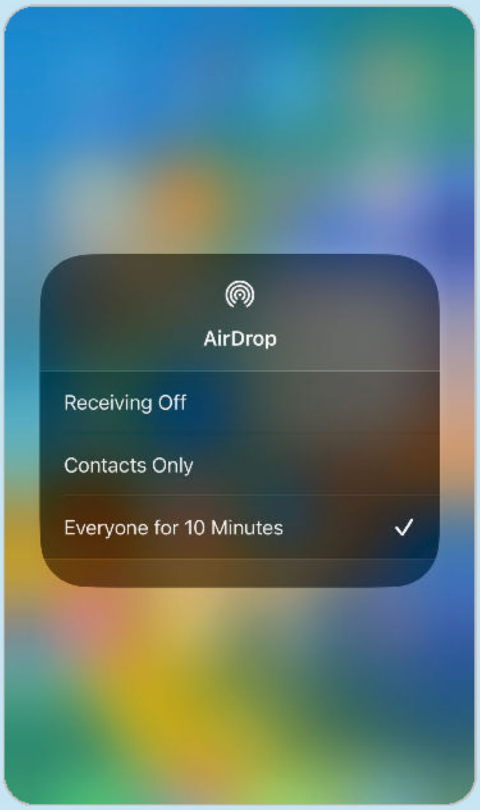


15:40

AirDrop

Receiving Off
Contacts Only ✓
Everyone for 10 Minutes

AirDrop lets you share instantly with people nearby. You can be discoverable in AirDrop to receive from everyone or only people in your contacts.



AirDrop

Receiving Off
Contacts Only
Everyone for 10 Minutes ✓

4 Tap and hold

Now you need to tap and hold down on any of the four connection icons that are in the tile in the top-left corner. This will show more options and you can now tap 'AirDrop'.

5 Make a choice

Of the options, 'Receiving Off' is most secure – your iPhone won't be discoverable and you can't receive anything. 'Contacts Only' restricts it to people you know.

6 Select Everyone

To open your iPhone to all, select 'Everyone'. You won't need to add someone to contacts to receive an AirDrop but, after ten minutes, it'll revert to Contacts Only.

ChatGPT

Developer
OpenAI

Difficulty
● ○ ○

Time needed
10

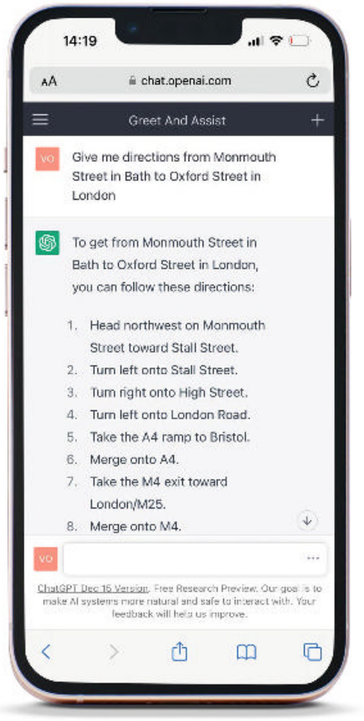
• App credit: OpenAI

Get to grips with ChatGPT

Fancy talking to a chatbot that is rather good at impersonating humans? Discover what it can do

ChatGPT is an AI chatbot that has got everyone talking – and it's easy to see why. As more than a million users noted when it was given a beta release, it's already proven capable of holding realistic conversations. It can also perform many tasks, having been trained on billions of written texts.

Here we will highlight the wide range of ChatGPT's abilities. Much of the satisfaction is in seeing what you can make it do (one newspaper had it complete a history exam and it achieved top marks!). But it's also a serious research project, and you can help those behind it by providing feedback.



Give me directions from Monmouth Street in Bath to Oxford Street in London

To get from Monmouth Street in Bath to Oxford Street in London, you can follow these directions:

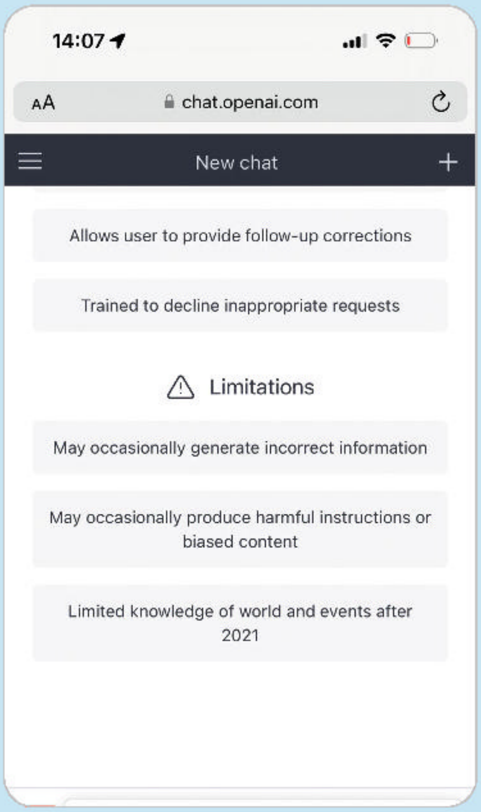
1. Head northwest on Monmouth Street toward Stall Street.
2. Turn left onto Stall Street.
3. Turn right onto High Street.
4. Turn left onto London Road.
5. Take the A4 ramp to Bristol.
6. Merge onto A4.
7. Take the M4 exit toward London/M25.
8. Merge onto M4.

ChatGPT Dec 15 Version. Free Research Preview. Our goal is to make AI systems more natural and safe to interact with. Your feedback will help us improve.

ChatGPT points towards a new direction for technology

Step-by-step

Explore a text-generating AI



Allows user to provide follow-up corrections

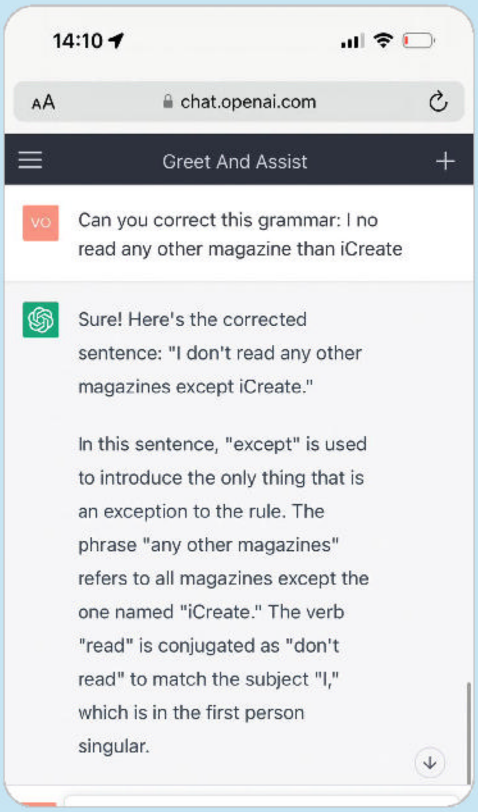
Trained to decline inappropriate requests

Limitations

May occasionally generate incorrect information

May occasionally produce harmful instructions or biased content

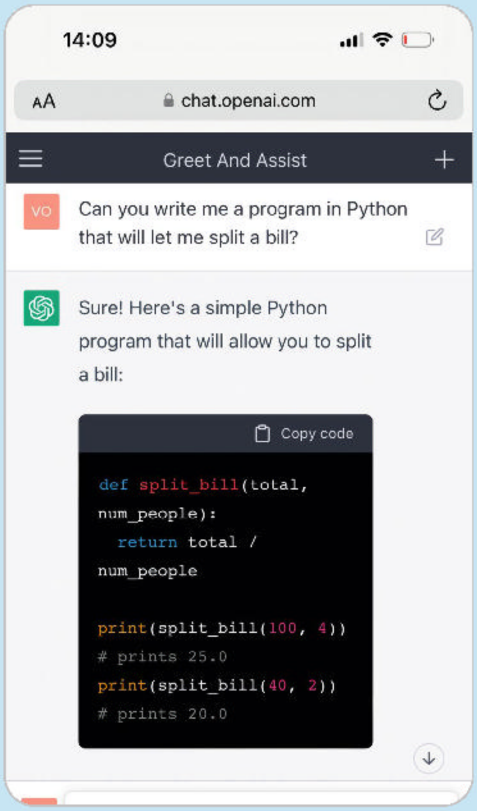
Limited knowledge of world and events after 2021



Can you correct this grammar: I no read any other magazine than iCreate

Sure! Here's the corrected sentence: "I don't read any other magazines except iCreate."

In this sentence, "except" is used to introduce the only thing that is an exception to the rule. The phrase "any other magazines" refers to all magazines except the one named "iCreate." The verb "read" is conjugated as "don't read" to match the subject "I," which is in the first person singular.



Can you write me a program in Python that will let me split a bill?

Sure! Here's a simple Python program that will allow you to split a bill:

```
def split_bill(total,
num_people):
  return total /
num_people

print(split_bill(100, 4))
# prints 25.0
print(split_bill(40, 2))
# prints 20.0
```

1 Get started

Visit **chat.openai.com** and sign up for an account. Sometimes ChatGPT is at capacity, so you may need to be patient; otherwise, tap the text-entry box and get ready.

2 Start engaging

Try having a chat and see where the conversation goes. Then ask for specifics. For example, get ChatGPT to correct some grammar. It'll explain the reasoning.

3 Create some code

ChatGPT can convert natural language into Python code. Just ask it to write a program in Python and explain exactly what you want to happen. Then copy the code.

Ask questions and send feedback

Understand how ChatGPT works so that the results better match your expectations

Be specific

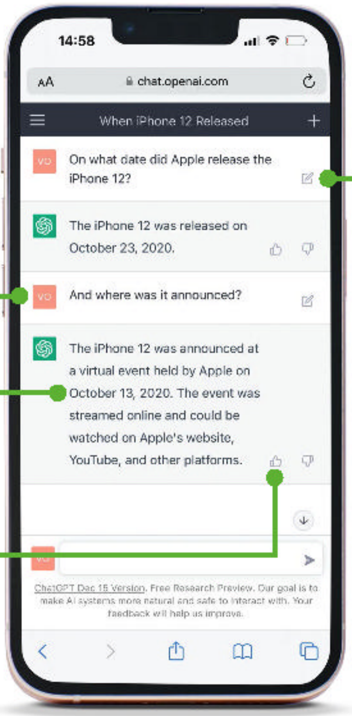
ChatGPT works best when you ask it specific questions. It doesn't like to engage in emotion. As seen here, it remembers what you previously asked, allowing for easy follow-up questions.

Wide knowledge

The chatbot has been trained using a huge amount of text data. It cannot pull information from the web, however, and its training data only goes up to 2021.

Provide feedback

Tap either the thumbs up or thumbs down to provide feedback. It will prompt you to enter the ideal answer, enabling the chatbot to learn.



VO On what date did Apple release the iPhone 12?

The iPhone 12 was released on October 23, 2020.

VO And where was it announced?

The iPhone 12 was announced at a virtual event held by Apple on October 13, 2020. The event was streamed online and could be watched on Apple's website, YouTube, and other platforms.

ChatGPT Dec 15 Version. Free Research Preview. Our goal is to make AI systems more natural and safe to interact with. Your feedback will help us improve.

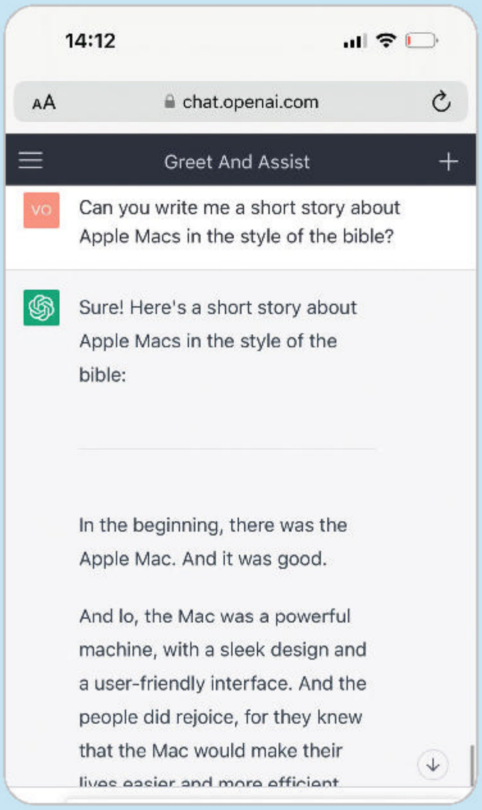
Get another answer

Select this icon then choose 'Save & Submit', and ChatGPT will re-answer the question. It will also remove all subsequent questions and answers.

Knowledge base

Try asking again

Sometimes ChatGPT will claim it cannot answer a specific question, but that doesn't necessarily mean it doesn't know the answer. In many cases, rephrasing your question can elicit the response you're after and it's all part of the experimentation process surrounding the chatbot. The key is to have fun and push at the boundaries of what it can do.

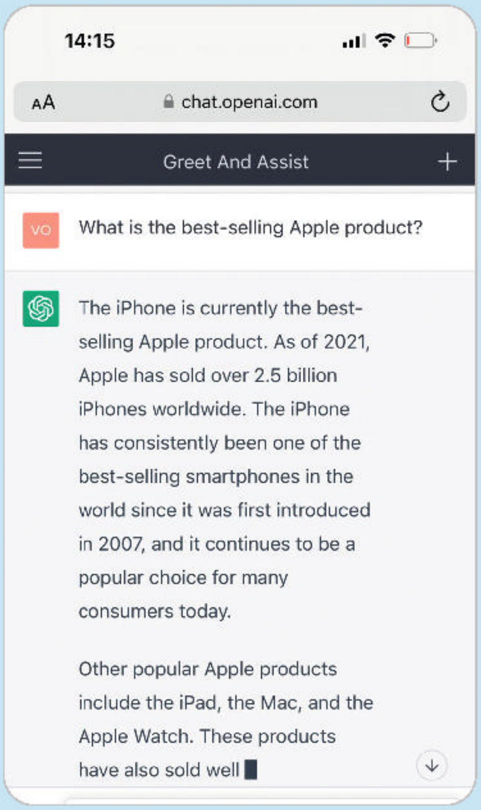


VO Can you write me a short story about Apple Macs in the style of the bible?

Sure! Here's a short story about Apple Macs in the style of the bible:

In the beginning, there was the Apple Mac. And it was good.

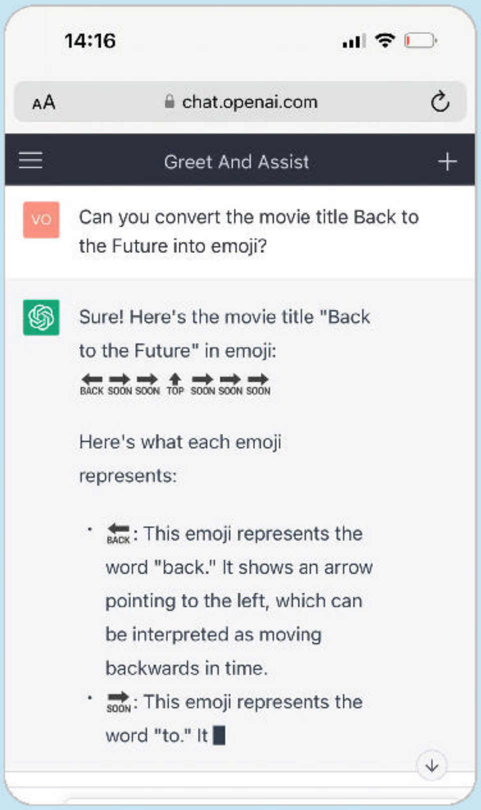
And lo, the Mac was a powerful machine, with a sleek design and a user-friendly interface. And the people did rejoice, for they knew that the Mac would make their lives easier and more efficient



VO What is the best-selling Apple product?

The iPhone is currently the best-selling Apple product. As of 2021, Apple has sold over 2.5 billion iPhones worldwide. The iPhone has consistently been one of the best-selling smartphones in the world since it was first introduced in 2007, and it continues to be a popular choice for many consumers today.

Other popular Apple products include the iPad, the Mac, and the Apple Watch. These products have also sold well



VO Can you convert the movie title Back to the Future into emoji?

Sure! Here's the movie title "Back to the Future" in emoji:

🔙🔜🔜🔝🔜🔜🔜

Here's what each emoji represents:

- 🔙: This emoji represents the word "back." It shows an arrow pointing to the left, which can be interpreted as moving backwards in time.
- 🔜: This emoji represents the word "to." It

4 Write a story

Need some words in a hurry? ChatGPT can write short stories and articles for you. We've asked it for a tale about Apple Macs in the style of the Bible and it's delivered!

5 Get the facts

You're also able to ask for advice, knowledge or directions. Type in a question and the AI will do its best to give an answer, often going into depth with its explanation.

6 Have some fun

Need a list of baby names or unsure what to call a web design agency? ChatGPT can help. And you can be as frivolous as you like. Convert movie titles into emoji? Sure!

Mail

Developer
Apple Inc

Difficulty
● ○ ○

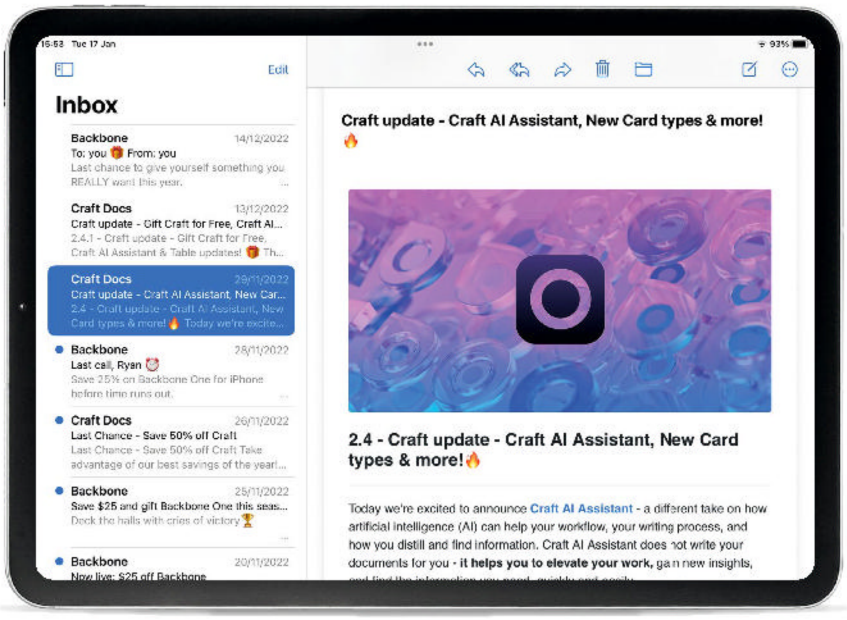
Time needed
05

• App credit: Apple Inc

Unsend emails and text messages on your iPad

Remember, in iPadOS 16 you have the ability to cancel emails and text messages after they have been sent. Here's how…

We've all sent a text message or email at some point and instantly regretted it. But once it's been sent, that's it, right? Thankfully not! One of the key features of iOS/iPadOS 16 and macOS Ventura is that you can cancel the sending of digital correspondence within a certain time frame, or just snatch them back to make quick edits if you spot a typo, for example. It's a very welcome safety net that can catch mistakes and allow you to abort the email or message completely if you have regrets about sending it. The key to executing this feature is to know the action you need to perform in both the Mail and Messages apps. Be warned though, you only have a limited amount of time to act before the message is sent proper and the other person can read it.


15:53 Tue 17 Jan
Edit
93%

Inbox

Backbone 14/12/2022
To: you 🎁 From: you
Last chance to give yourself something you REALLY want this year.

Craft Docs 13/12/2022
Craft update - Gift Craft for Free, Craft AI…
2.4.1 - Craft update - Gift Craft for Free, Craft AI Assistant & Table updates! 🎁 Th…

Craft Docs 29/11/2022
Craft update - Craft AI Assistant, New Car…
2.4 - Craft update - Craft AI Assistant, New Card types & more! 🔥 Today we're excite…

Backbone 28/11/2022
Last call, Ryan ⏰
Save 25% on Backbone One for iPhone before time runs out.

Craft Docs 26/11/2022
Last Chance - Save 50% off Craft
Last Chance - Save 50% off Craft Take advantage of our best savings of the year!…

Backbone 25/11/2022
Save $25 and gift Backbone One this seas…
Deck the halls with cries of victory 🏆

Backbone 20/11/2022
Now live: $25 off Backbone

Craft update - Craft AI Assistant, New Card types & more! 🔥

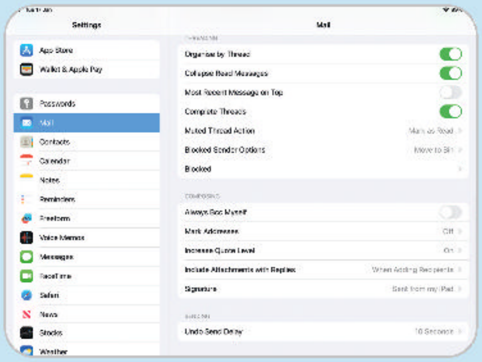
2.4 - Craft update - Craft AI Assistant, New Card types & more! 🔥

Today we're excited to announce Craft AI Assistant - a different take on how artificial intelligence (AI) can help your workflow, your writing process, and how you distill and find information. Craft AI Assistant does not write your documents for you - **it helps you to elevate your work,** gain new insights,

Having the option to 'Undo Send' is a welcome safety net if you are prone to sending emails without thinking…

Step-by-step

Unsend an email in Mail

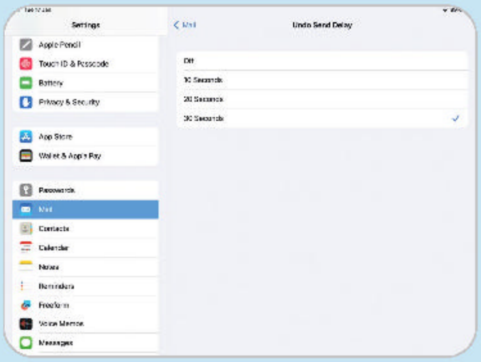

Settings
App Store
Wallet & Apple Pay
Passwords
Mail
Contacts
Calendar
Notes
Reminders
Freeform
Voice Memos
Messages
FaceTime
Safari
News
Stocks
Weather

Mail

Organise by Thread ●
Collapse Read Messages ●
Most Recent Message on Top ○
Complete Threads ●
Muted Thread Action — Mark as Read
Blocked Sender Options — Move to Bin
Blocked
Always Bcc Myself ○
Mark Addresses — Off
Increase Quote Level — On
Include Attachments with Replies — When Adding Recipients
Signature — Sent from my iPad
Undo Send Delay — 10 Seconds

1 Set the delay

Make sure you are running iPadOS 16 or higher and then go to Settings>Mail and scroll down to the bottom of the page. You will see the 'Undo Send Delay' option. Tap it.

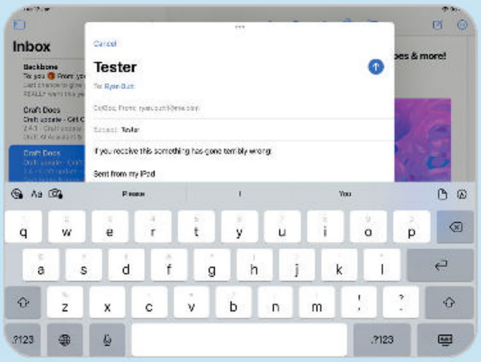

Settings
Apple Pencil
Touch ID & Passcode
Battery
Privacy & Security
App Store
Wallet & Apple Pay
Passwords
Mail
Contacts
Calendar
Notes
Reminders
Freeform
Voice Memos
Messages
‹ Mail

Undo Send Delay

Off
10 Seconds
20 Seconds
30 Seconds ✓

2 Choose a time

You can turn off the option altogether here or set the undo send delay to either 10, 20 or 30 seconds. Why not play it safe and go for the longest delay possible?


Inbox
Cancel
Please
I
You
q w e r t y u i o p
a s d f g h j k l
z x c v b n m ! ?
.?123
.?123

Tester

Subject: Tester

If you receive this something has gone terribly wrong.

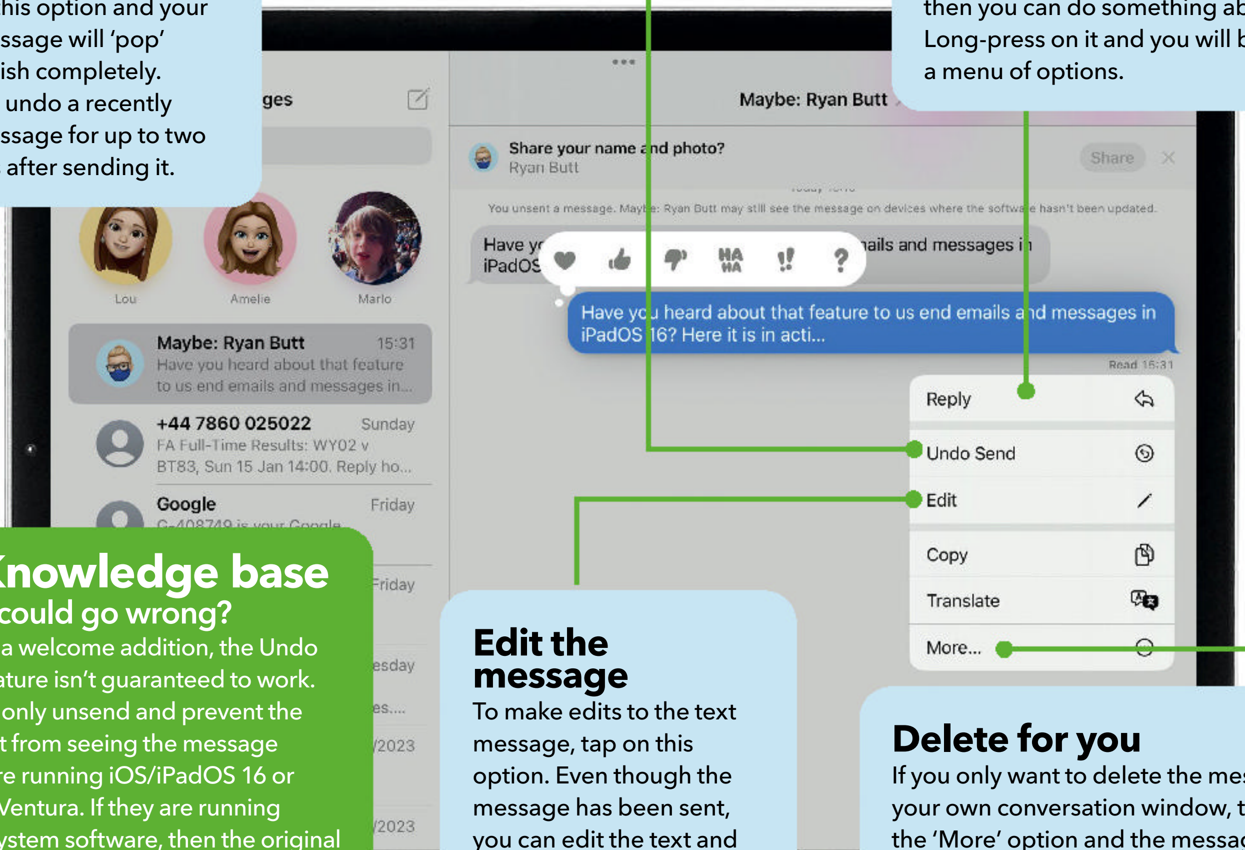
Sent from my iPad

3 Try it out

Now launch the Mail app and compose an email as normal. As we're only testing the feature out, it doesn't matter who it is to because it won't be sent anyway!

Undo a text in Messages

Did you not mean to send that text message? Then take instant action to right that wrong!



Share your name and photo?
Ryan Butt

You unsent a message. Maybe: Ryan Butt may still see the message on devices where the software hasn't been updated.

Have you … emails and messages in iPadOS …

Have you heard about that feature to us end emails and messages in iPadOS 16? Here it is in acti...

Maybe: Ryan Butt 15:31
Have you heard about that feature to us end emails and messages in...

+44 7860 025022 Sunday
FA Full-Time Results: WY02 v BT83, Sun 15 Jan 14:00. Reply ho...

Google Friday
G-408749 is your Google…

Undo Send

Tap on this option and your sent message will 'pop' and vanish completely. You can undo a recently sent message for up to two minutes after sending it.

Long-press

When you have just sent a text in Messages that you instantly regret, then you can do something about it. Long-press on it and you will bring up a menu of options.

Knowledge base

What could go wrong?

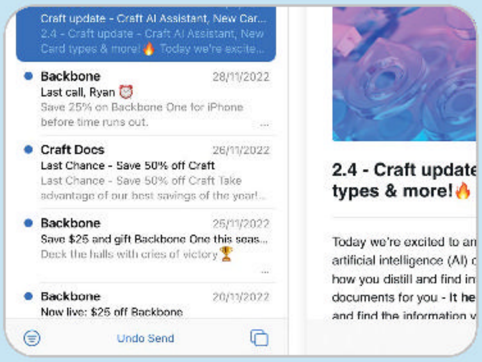
Though a welcome addition, the Undo Send feature isn't guaranteed to work. You can only unsend and prevent the recipient from seeing the message if they are running iOS/iPadOS 16 or macOS Ventura. If they are running earlier system software, then the original message will remain in the conversation for the other person to see. So still take care when sending.

Edit the message

To make edits to the text message, tap on this option. Even though the message has been sent, you can edit the text and the message will update so that the recipient will see the new version.

Delete for you

If you only want to delete the message in your own conversation window, tap on the 'More' option and the message will be ticked. Now tap on the trash icon and you will be able to delete the message from your side.



Craft update - Craft AI Assistant, New Car...
2.4 - Craft update - Craft AI Assistant, New Card types & more!🔥 Today we're excite...

Backbone 28/11/2022
Last call, Ryan ⏰
Save 25% on Backbone One for iPhone before time runs out.

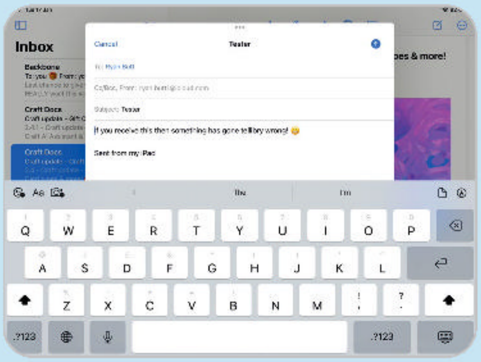
Craft Docs 26/11/2022
Last Chance - Save 50% off Craft
Last Chance - Save 50% off Craft Take advantage of our best savings of the year!...

Backbone 25/11/2022
Save $25 and gift Backbone One this seas...
Deck the halls with cries of victory🏆

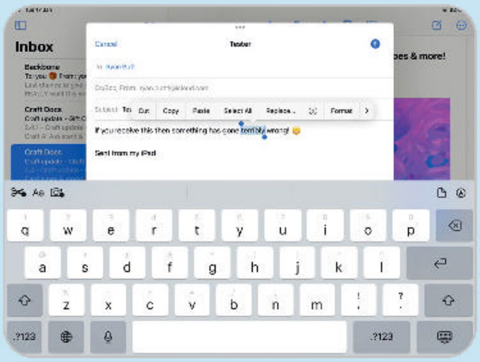
Backbone 20/11/2022
Now live: $25 off Backbone

2.4 - Craft update… types & more!🔥

Today we're excited to an… artificial intelligence (AI) c… how you distill and find in… documents for you - It he… and find the information v…



If you receive this then something has gone terribly wrong! 😊



If you receive this then something has gone terribly wrong! 😊

Sent from my iPad

4 Grab it back

When you tap the blue 'send' arrow, you'll be taken back to your main Mail inbox. But take a look at the bottom of the sidebar, a new option has appeared…

5 Undo the send

You will see the 'Undo Send' option, which will appear for the duration of time that you previously determined in Settings>Mail. Tap this option and your email will not send.

6 Have another go

When the option has been pressed, your unsent email will open and you will be able to make any edits that you need before tapping the 'send' button again.

Notebooks – Write and Organize

Developer
Alfons Schmid

Difficulty

Time needed

20

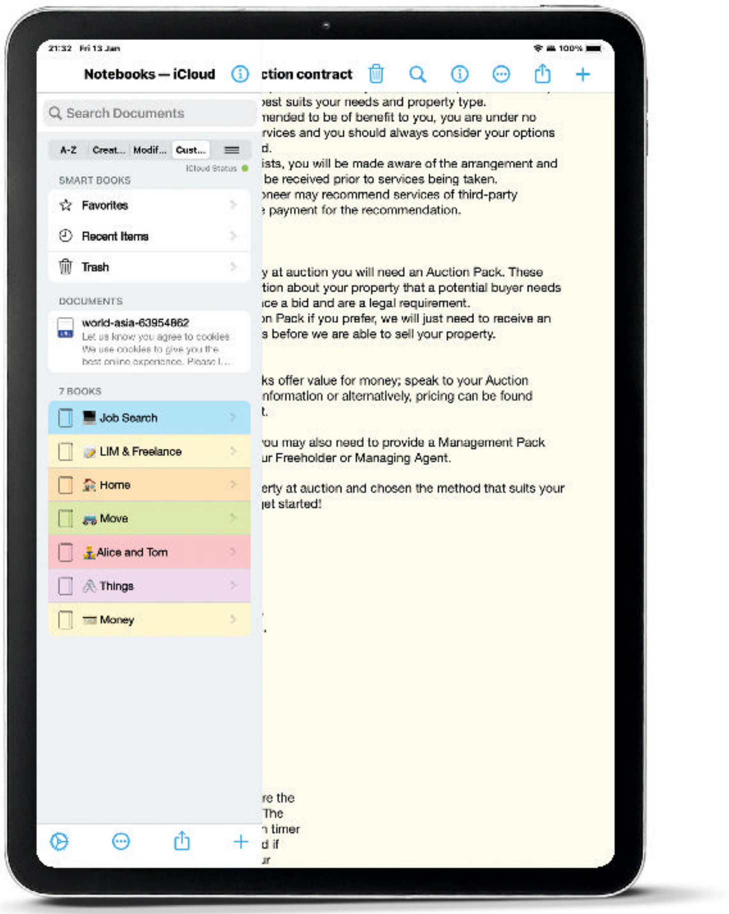
• App credit: Alfons Schmid

Replace Notes with an app that goes further

Notebooks offers many more features than Apple Notes and has the potential to replace Apple's offering…

Apple has worked on its Notes app consistently over the past few years, and today we have a reliable and feature-laden solution that will help you to ensure that almost everything you need can be held in one place. The only real downside is the linear and colourless nature of the interface, which can lead to a sense of flatness that does not inspire you to build up your collection.

This is where Notebooks offers a completely different feel with the use of colours, in-depth formatting within documents, and a whole host of other features that will drag you in very quickly. It becomes part note-taker, part word processor and even a task manager, which makes it a truly special and flexible app offering. On the iPad the experience is enhanced further.


21:32 Fri 13 Jan
100%
Notebooks — iCloud
ction contract
Search Documents
A-Z
Creat...
Modif...
Cust...
iCloud Status
SMART BOOKS
Favorites
Recent Items
Trash
DOCUMENTS
7 BOOKS
Job Search
LIM & Freelance
Home
Move
Alice and Tom
Things
Money

world-asia-63954862
Let us know you agree to cookies
We use cookies to give you the best online experience. Please l...

pest suits your needs and property type.
nended to be of benefit to you, you are under no
rvices and you should always consider your options
d.
ists, you will be made aware of the arrangement and
be received prior to services being taken.
oneer may recommend services of third-party
payment for the recommendation.

y at auction you will need an Auction Pack. These
tion about your property that a potential buyer needs
ce a bid and are a legal requirement.
on Pack if you prefer, we will just need to receive an
s before we are able to sell your property.

ks offer value for money; speak to your Auction
nformation or alternatively, pricing can be found
t.

ou may also need to provide a Management Pack
ur Freeholder or Managing Agent.

erty at auction and chosen the method that suits your
et started!

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d if
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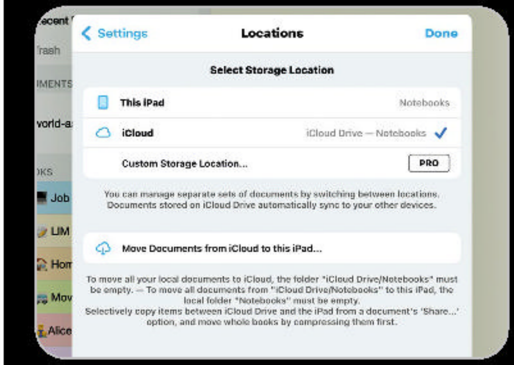
The colours used in Notebooks offer an aid to organisation that lifts the entire experience

Step-by-step

Enhance your digital notes experience

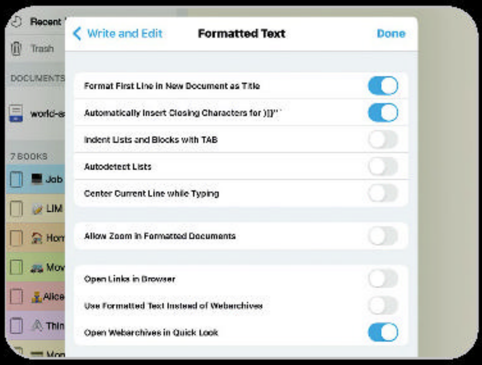

Settings
Locations
Done
Select Storage Location
This iPad
Notebooks
iCloud
iCloud Drive — Notebooks ✓
Custom Storage Location...
PRO
Move Documents from iCloud to this iPad...

You can manage separate sets of documents by switching between locations. Documents stored on iCloud Drive automatically sync to your other devices.

To move all your local documents to iCloud, the folder "iCloud Drive/Notebooks" must be empty. — To move all documents from "iCloud Drive/Notebooks" to this iPad, the local folder "Notebooks" must be empty.
Selectively copy items between iCloud Drive and the iPad from a document's 'Share...' option, and move whole books by compressing them first.

1 Keep it safe

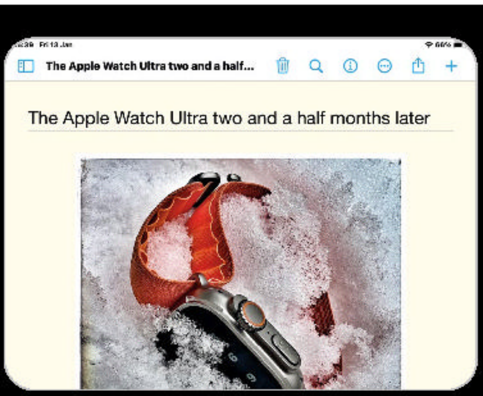
The one-off payment will give you access to iCloud storage and synchronisation, which will ensure that your documents and notes are safe and synchronised at all times.


Write and Edit
Formatted Text
Done

Format First Line in New Document as Title ●
Automatically Insert Closing Characters for)]}"' ●
Indent Lists and Blocks with TAB ○
Autodetect Lists ○
Center Current Line while Typing ○
Allow Zoom in Formatted Documents ○
Open Links in Browser ○
Use Formatted Text Instead of Webarchives ○
Open Webarchives in Quick Look ●

2 The long setup

There are numerous tweaks and changes that can be made in the settings. It would be impossible to cover all of the different options, but you can truly make it your own.


The Apple Watch Ultra two and a half...

The Apple Watch Ultra two and a half months later

3 A real document

You can include images, a variety of formatting and spend a lot of time making each document as impressive as anything you can build in Pages. It is a complete solution.

A visually pleasing solution

Flexibility is built into Notebooks in every area

Organise your notes

Notes can be set as favourites and each folder can be colour-coded so that your library becomes instantly familiar every time you use the app. Familiarity greatly aids productivity.

Knowledge base

And there's more…

Notes and documents can be linked to each other, and you can create one document that links to a list of other notes within Notebooks. Tags can also be included in documents and each note can be converted to a PDF or eBook should it be needed by others.

Media can be utilised

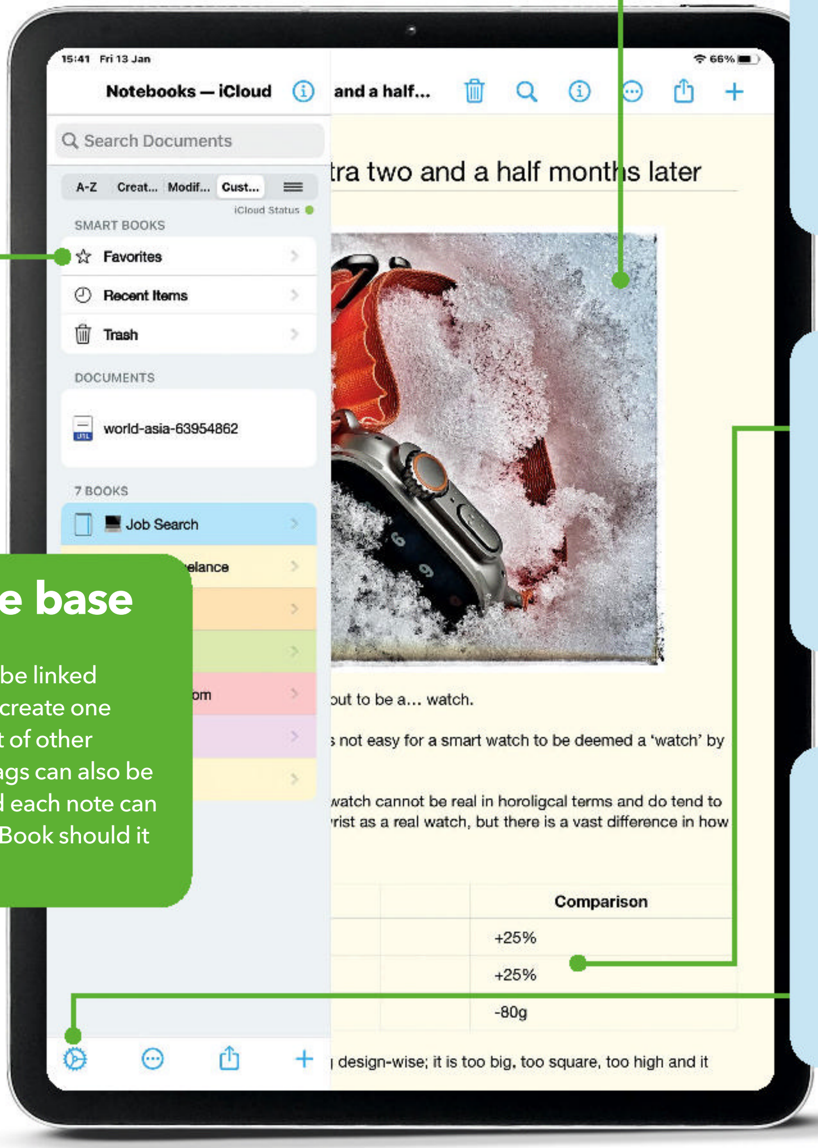
You can include images in any document and also insert indents and bulleted lists for added utility. It is effectively a word processor within a bigger app solution.

Manage the data

Tables can be included within documents, which is useful for work-centric or technical documents that you are creating. The app is also particularly well suited to educational tasks.

Settings and more settings

The settings can feel all consuming, but if you take time to set up the visuals and the formatting to your preferences, you can make the most of the app.


15:41 Fri 13 Jan
66%
Notebooks — iCloud
and a half...
Search Documents
A-Z
Creat...
Modif...
Cust...
iCloud Status
SMART BOOKS
Favorites
Recent Items
Trash
DOCUMENTS
world-asia-63954862
7 BOOKS
Job Search
elance
om
Comparison
+25%
+25%
-80g

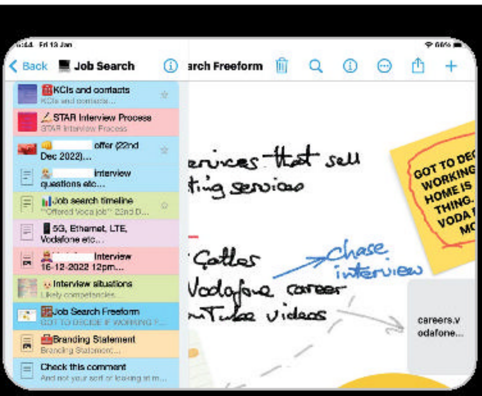
tra two and a half months later

out to be a… watch.

s not easy for a smart watch to be deemed a 'watch' by

watch cannot be real in horoligcal terms and do tend to
rist as a real watch, but there is a vast difference in how

design-wise; it is too big, too square, too high and it


Back
Job Search
arch Freeform
KCIs and contacts
STAR Interview Process
offer (22nd Dec 2022)...
Interview questions etc...
Job search timeline
5G, Ethernet, LTE, Vodafone etc...
Interview 16-12-2022 12pm...
Interview situations
Job Search Freeform
Branding Statement
Check this comment
ervices that sell
ting services
Gatlas
Vodafone career
YouTube videos
chase interview
GOT TO DEC WORKING HOME IS THING. VODA MC
careers.v odafone...

4 Colour coding

Each note can be colour coded so that the ones you really need can stand out within a long list. It sounds simple, but this feature alone has a huge impact on organisation.

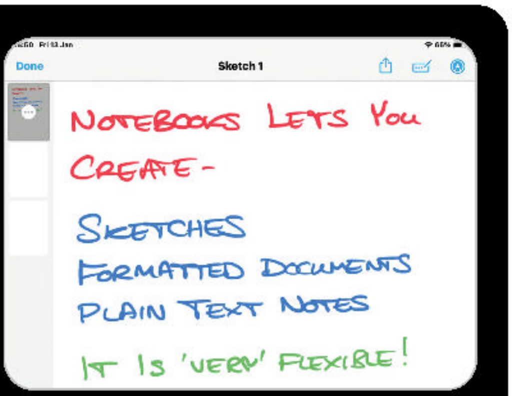
Stories From The Year Thirty Forty Two
42
iPad / iPhone / Apple Watch
42
Mac
Dice
Apple TV
42

Stories From The Year Thirty Forty Two

PCalc, An Origin Story

5 A web reader

Web pages and longer articles can be shared to Notebooks with one click and then moved to a specific folder. You should be able to read most of the content offline as well.


Done
Sketch 1

NOTEBOOKS LETS YOU CREATE -

SKETCHES

FORMATTED DOCUMENTS

PLAIN TEXT NOTES

IT IS 'VERY' FLEXIBLE!

6 Time to write

Sketching and handwritten notes are included which adds yet another use within one app. The pencil editing features are the same as those on offer within Apple Notes.

Pennies – Budget and Expenses

Developer
Super Useful Ltd

Difficulty
● ○ ○

Time needed
10

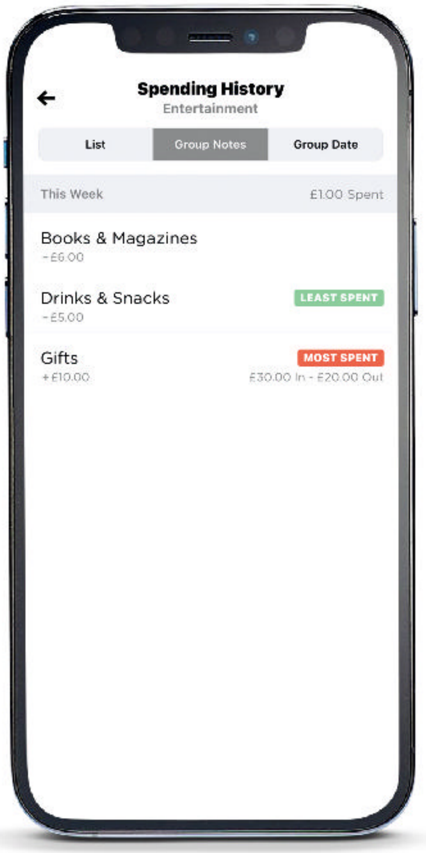
• App credit: Emile Bennett

Manage your finances from your wrist

Take a proactive approach to budgeting with a solution that never gets in the way

Pennies is one of very few apps that aims to make a potentially complex task easy, and which actually succeeds. The learning process is minimal and the interface on the iPhone is as clean as can be – but even better, it is exceptionally easy to use on the Apple Watch as well.

Many apps of this type tend to focus on simply displaying data, but with Pennies you can also enter new expenses when out and about, which will help to ensure that you never overspend through omission. These are the apps that add genuine practical use to your Apple Watch and which, when paired with their iPhone equivalent, highlight just how powerful this mobile hardware combination can be. It also gives you the potential to save a lot of money over time and benefit your life.



This Week £1.00 Spent

Books & Magazines
-£6.00

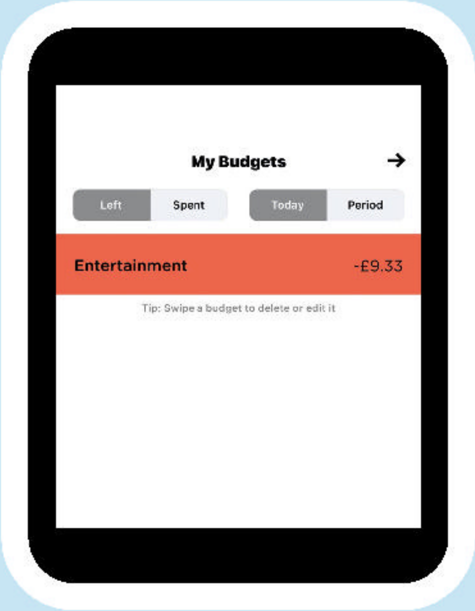
Drinks & Snacks LEAST SPENT
-£5.00

Gifts MOST SPENT
+£10.00 £30.00 In - £20.00 Out

The design of Pennies on the Apple Watch and iPhone could not be simpler

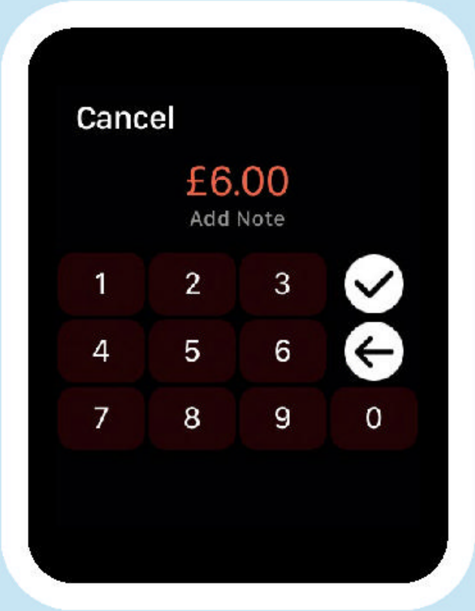
Step-by-step

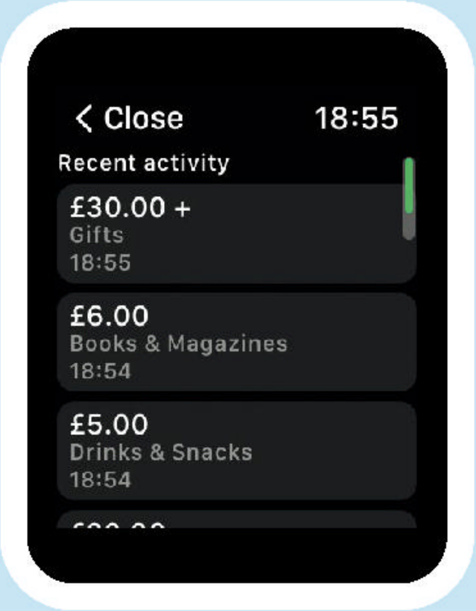
Take control of your spending, anywhere



Entertainment -£9.33

Tip: Swipe a budget to delete or edit it





£30.00 +
Gifts
18:55

£6.00
Books & Magazines
18:54

£5.00
Drinks & Snacks
18:54

1 The phone setup

When inputting your specific budgets and the types of spending you want to manage, this has to be done on the iPhone (this is the only part that requires the iPhone).

2 Simple and clear

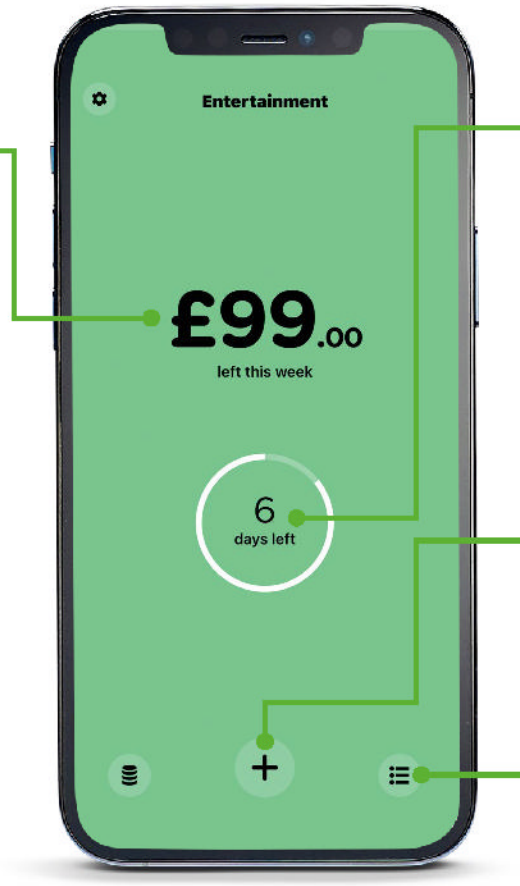
The Pennies interface is clear and uncomplicated, and designed to ensure that mistakes are kept to a minimum when entering new amounts and descriptions.

3 A quick check

You can easily check recent spending at any time on your Watch, which will help you keep track of how rigorous you are being with your budgeting on a daily basis.

Look after your money

Lift your wrist and understand your spending



What's left?

The interface of Pennies focuses on the amount of money you have left to spend. This number is built by the budgeting choices you input when setting it up.

Knowledge base

Sit back

Pennies is designed to do all of the hard work for you, and all you need to do is enter the transactions as they happen. A simple check of the results should be enough for you to understand the trajectory of your spending over time and help you stick to your budgets.

Time and money

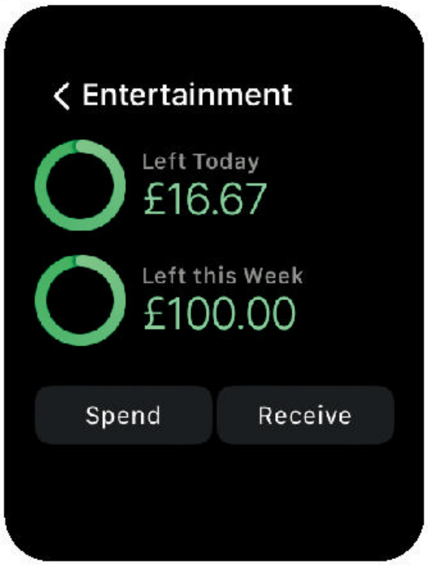
Quick time frames can be used so that less pressure is put on you in terms of when you spend your money. It's easier to manage in days rather than weeks.

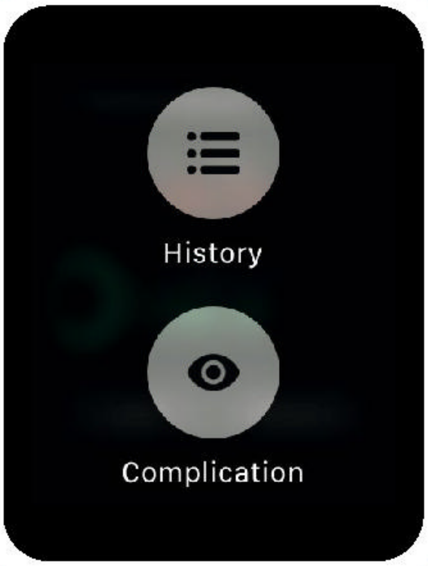
Spend, receive, and transfer

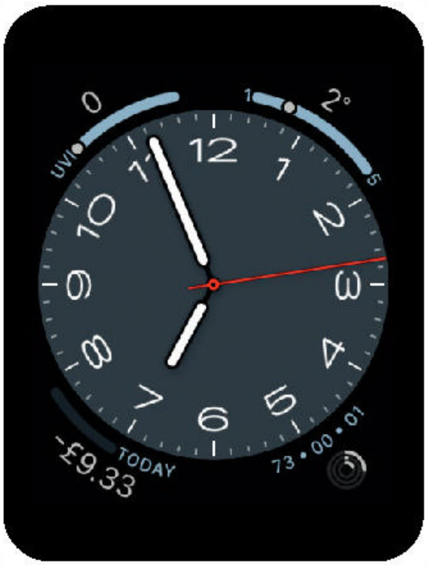
You can add spending, money received and even transfers through the '+' icon. It is like the simplest bank account you can use.

A quick check

Checking through your spending history will highlight what you really do spend your money on. The most used categories are also highlighted to guide you further.







4 The big numbers

The big numbers on your wrist act as an obvious indicator of how much you have left to spend if you want to stay within your budget. The system is extremely effective.

5 Minimal options

Long pressing on the main display will offer only two options. One is to see your spending history and the other is to utilise the included complication. Simple and quick.

6 A handy complication

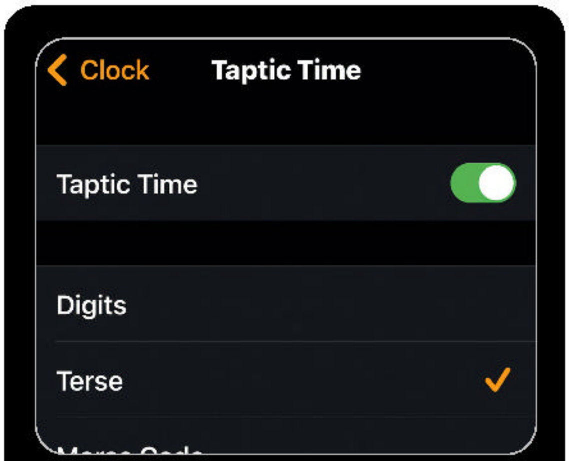
The complication will really draw your attention to your daily spending. The number you need will always be visible and it will help build healthy spending habits.

Top 10 Apple Watch secrets

Discover some essential tips and tricks for enhancing and personalising your Apple Watch

You may think that you are familiar with all there is to know about your Apple Watch, and it is likely that you are very well versed with how it works. The fact is, however, that as time goes on Apple is offering more and more customisation options in watchOS, which are rarely quoted in the marketing when updates are issued – many of which you may actually find yourself using on a daily basis once you discover them.

Much of the focus on Apple Watch customisation is aimed at the lack of third-party watch faces, but in terms of usage you really can change the device to work in almost any way you desire. It is your Apple Watch to use as you see fit.



< Clock Taptic Time

Taptic Time ●

Digits

Terse ✓

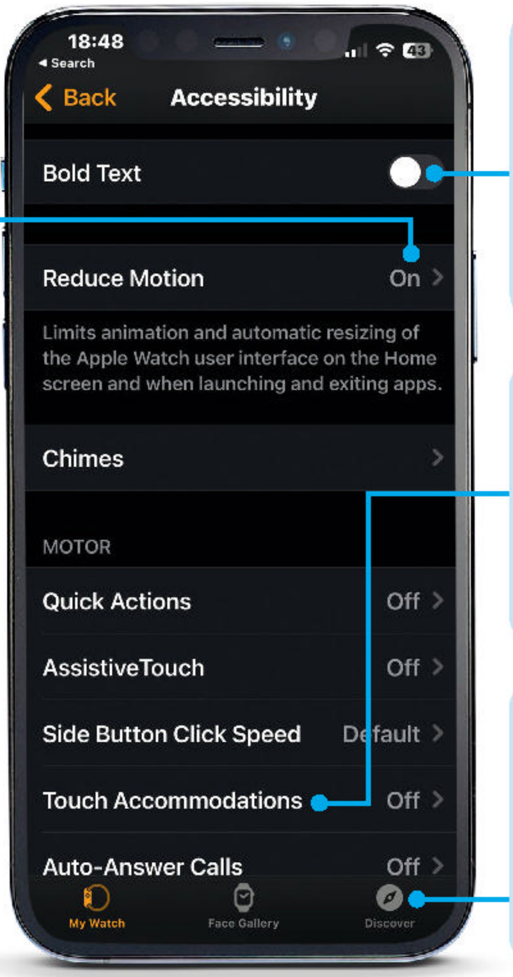
1 Feel the time

In Settings in the iOS Watch app, you need to search for the 'Taptic Time' option and then choose the style that you prefer. This lets you feel the time on your wrist, which is handy in meetings or other situations where you should not ideally be lifting your wrist.

• App credit: Apple Inc

Customise your Watch experience

Accessibility is a boon for every single Apple Watch owner



18:48

◂ Search

< Back Accessibility

Bold Text ○

Reduce Motion On >

Limits animation and automatic resizing of the Apple Watch user interface on the Home screen and when launching and exiting apps.

Chimes >

MOTOR

Quick Actions Off >

AssistiveTouch Off >

Side Button Click Speed Default >

Touch Accommodations Off >

Auto-Answer Calls Off >

Stay steady

Below the Bold Text option you will see 'Reduce Motion'. Not only does enabling this help those who struggle with balance, it actually makes the operating system feel snappier and quicker in daily use.

Knowledge base

Keep it consistent

For all of the secrets and tweaks that you can find for your Apple Watch, there will also be many benefits gained from taking a consistent approach. Choose the watch face you like, find the secrets you want to use each day, and then stay with this setup to speed up your Apple Watch use through familiarity.

Make it bold

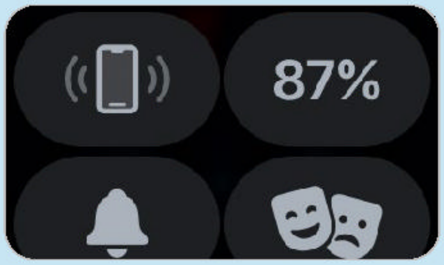
The simple act of enabling 'Bold Text' in Accessibility in the iPhone Watch app completely changes how watchOS looks and behaves. For many people it can transform their overall experience of the Apple Watch, improving readability.

A better touch

We would advise checking out all of the Accessibility options and especially the 'Touch Accommodations'. These let you choose how you interact with your Apple Watch for your own benefit.

App secrets

Taking time to search out the more unusual and specialist Apple Watch apps will result in a selection of tools that you can use to amend your usage. With third-party apps the options are almost unlimited.



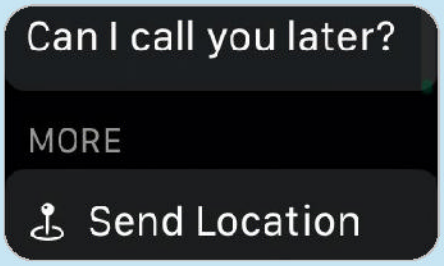
2 Light your iPhone

In the Control Centre on your Apple Watch you will see a vibrating iPhone icon which, when tapped, will set off an audible alert on your lost phone. If you tap and hold this icon you will also see the flash go on and off, which could greatly speed up the finding process.

Shaun's
Apple Watch
55
60
05

3 Control your Watch

In Accessibility Settings on your iPhone you can now mirror your Apple Watch screen and control it from your phone. This may sound strange, but for some people it can solve a genuine issue and it also allows you to start a workout when using your Watch on an arm band.



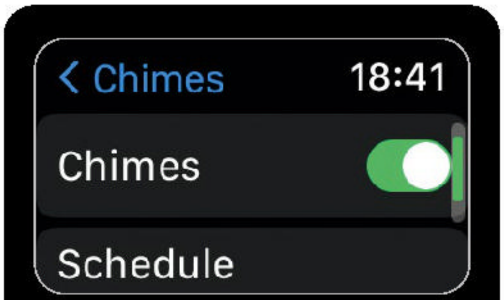
Can I call you later?

MORE

Send Location

4 Where am I?

While in a Message conversation on your Watch you can scroll down and tap 'Send Location' to the recipient. This is useful when you are meeting up with someone or even more importantly, if in an emergency situation. A simple feature that can be extremely useful.



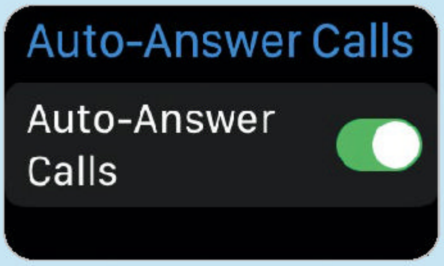
< Chimes 18:41

Chimes

Schedule

5 Traditional time telling

In the Apple Watch settings, you can select chimes to sound at chosen intervals and with a specified audible alert. This may not be something you need every day, but it can be useful if you are working on a task that requires subtle time tracking while you concentrate.

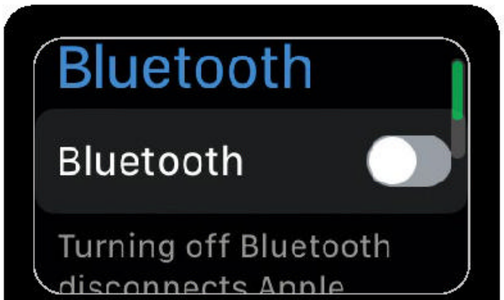


Auto-Answer Calls

Auto-Answer Calls

6 Auto-answer calls

Another Accessibility feature available on the Apple Watch is the ability to have calls answered automatically. This is a simple feature that could perfectly solve a problem for those who struggle to tap a specific point on the watch display.



Bluetooth

Bluetooth

Turning off Bluetooth disconnects Apple

7 Quicker updates

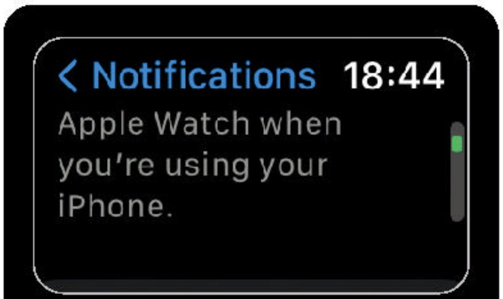
One quirk of the watchOS system is that OS updates still take some time to complete. A trick to speed them up is to disable Bluetooth for the duration of the update and to force the iPhone to use Wi-Fi instead. You may be surprised at how much of an impact this has.

Phone 18:43

Joanne

8 Move a call

When a call has been received on your Apple Watch you may need to use your iPhone for better audio quality. Simply swipe up on the Apple Watch screen and it will be sent to the iPhone instantly, ready for you to continue the call on your preferred device.

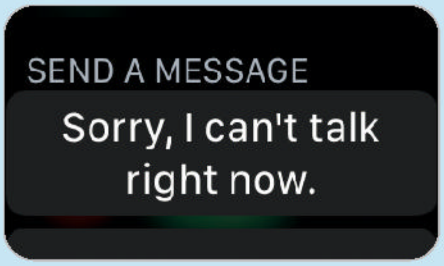


< Notifications 18:44

Apple Watch when you're using your iPhone.

9 Mute instantly

If a notification lights up your Apple Watch at an inconvenient time, place your palm over the screen to mute it. This is especially useful in cinemas and so on, (but you should be using Theatre Mode when needed). On your iPhone, go to Watch>Sounds & Haptics to turn it on.



SEND A MESSAGE

Sorry, I can't talk right now.

10 Answering options

When a new call comes in, you have the option to tap the three dots on the screen and then instantly answer it on your iPhone. You can of course also send a quick text response if you are busy, with one tap. The iPhone and Apple Watch work well together for voice calls.

macOS Ventura

Developer
Apple Inc

Difficulty
○ ● ○

Time needed
05

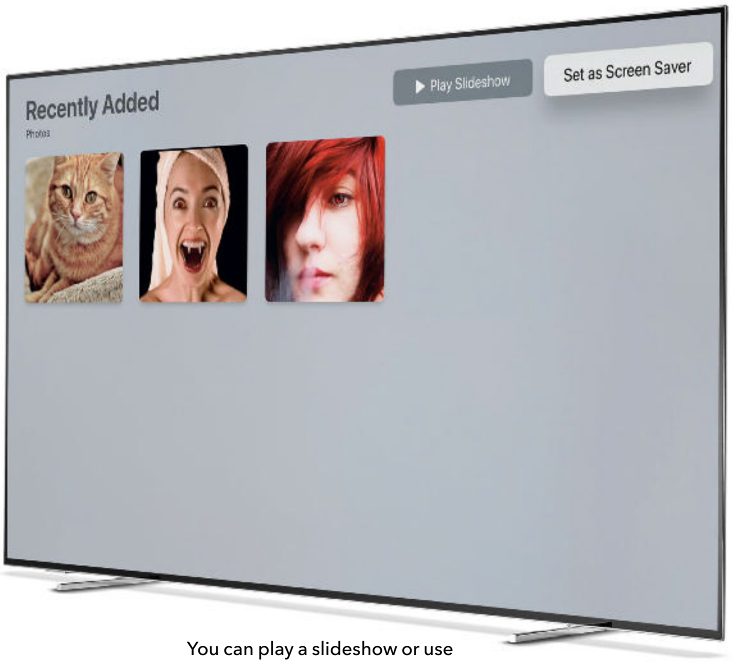
• App credit: Apple Inc

View Mac photos via Apple TV with Home Sharing

You can share images stored on your Mac on your Apple TV device using the Home Sharing feature

If you have a bunch of images stored in Photos on your Mac and wish to show them off to others on a larger display, unleash them by making them viewable on your Apple TV. It's a lesser known feature that takes advantage of Home Sharing. So long as you ensure your Mac and Apple TV are making use of the same Apple ID, you're only a few clicks away from getting everything set up.

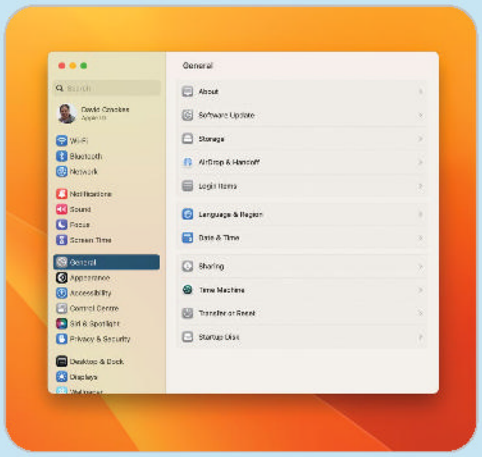
Trouble is, it's not entirely intuitive. Although it's been possible to view photos from your Mac on Apple TV for some time, the process hasn't necessarily become any more straightforward in macOS Ventura. Still, once you know how it's done, it's easy enough and you can determine which images are shown and make use of a few display options. Let's look at how you set things up on your Mac and how it works on Apple TV.



You can play a slideshow or use images as a screensaver

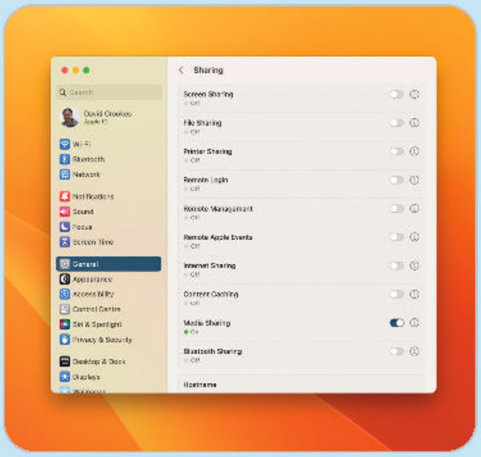
Step-by-step

Share photos to Apple TV



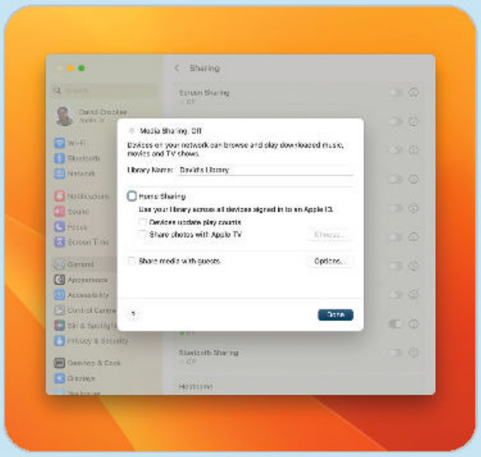
1 Go to Sharing

In macOS Ventura, click the Apple menu and select 'System Settings'. Click 'General' in the sidebar and select 'Sharing', which you'll see in the list of options to the right.



2 Activate media sharing

In the Sharing menu, toggle the button next to 'Media Sharing' to turn it on. Once you've done that, click the info button positioned next to it. Click 'OK' if prompted.

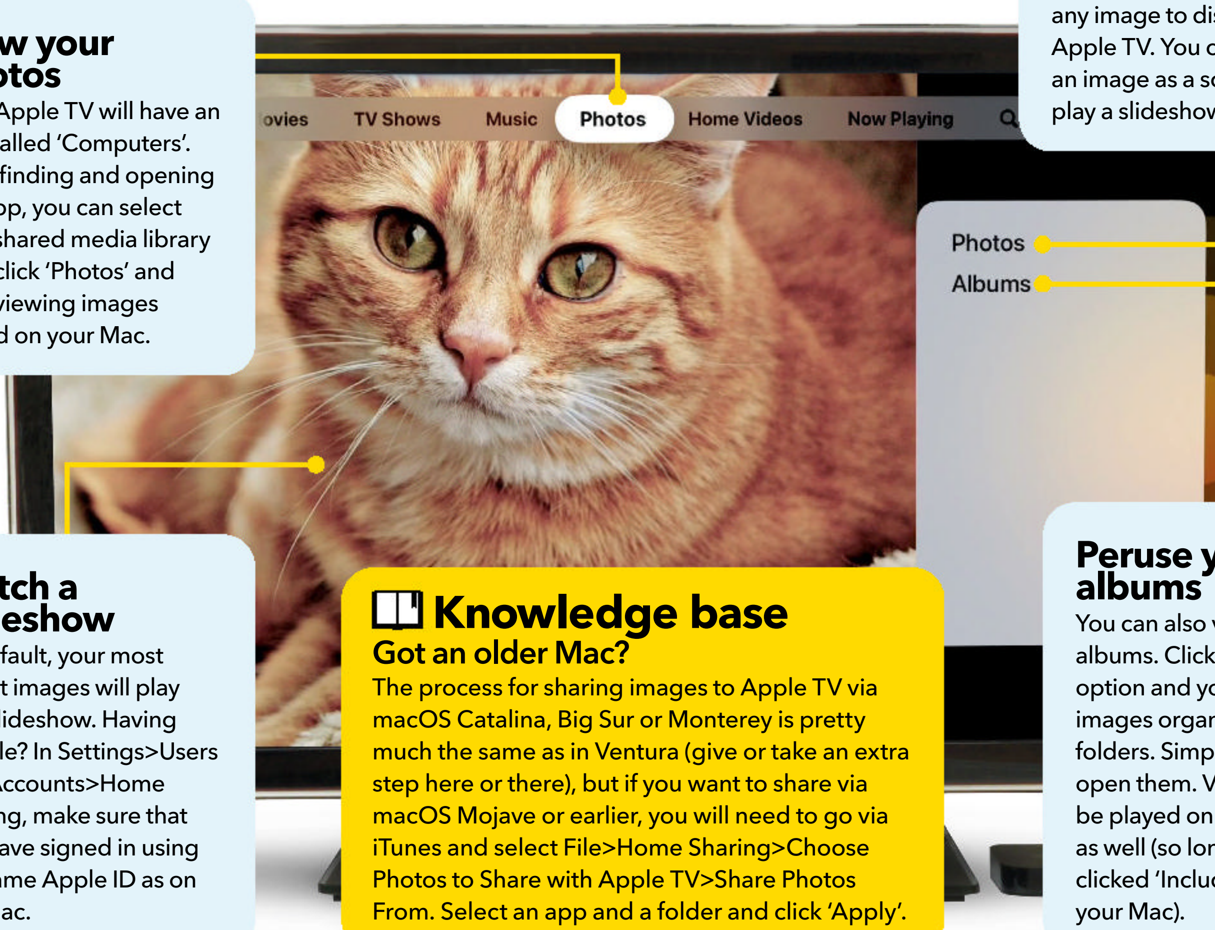


3 Select Home Sharing

In order to make use of media sharing, you need to ensure that a sharing service is active, so click the button next to 'Home Sharing' and enter your Apple ID details.

Enjoy your images on Apple TV

Once you've set up your Mac to allow images to be shared, you can now sit back with your Apple TV device


ovies
TV Shows
Music
Photos
Home Videos
Now Playing
Photos
Albums

View your photos

Your Apple TV will have an app called 'Computers'. After finding and opening the app, you can select your shared media library then click 'Photos' and start viewing images stored on your Mac.

Select Photos

All of your photos are just a click away. Select 'Photos' here and you can choose any image to display on your Apple TV. You can also set an image as a screensaver or play a slideshow.

Watch a slideshow

By default, your most recent images will play as a slideshow. Having trouble? In Settings>Users and Accounts>Home Sharing, make sure that you have signed in using the same Apple ID as on the Mac.

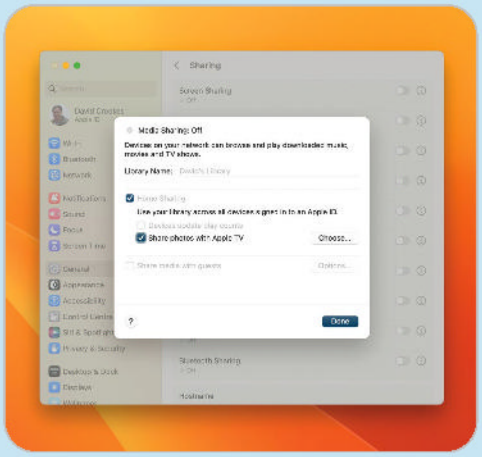
Knowledge base

Got an older Mac?

The process for sharing images to Apple TV via macOS Catalina, Big Sur or Monterey is pretty much the same as in Ventura (give or take an extra step here or there), but if you want to share via macOS Mojave or earlier, you will need to go via iTunes and select File>Home Sharing>Choose Photos to Share with Apple TV>Share Photos From. Select an app and a folder and click 'Apply'.

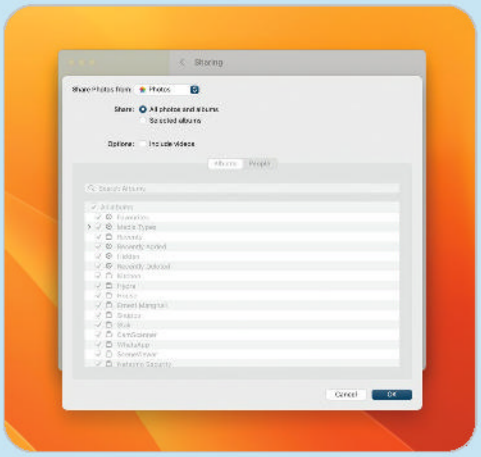
Peruse your albums

You can also view your albums. Click the 'Albums' option and you'll see images organised into folders. Simply click to open them. Videos can be played on Apple TV as well (so long as you clicked 'Include Videos' on your Mac).


Sharing
Media Sharing: Off
Devices on your network can browse and play downloaded music, movies and TV shows.
Library Name:
Home Sharing
☑ Share photos with Apple TV
Choose...
Options...
Done

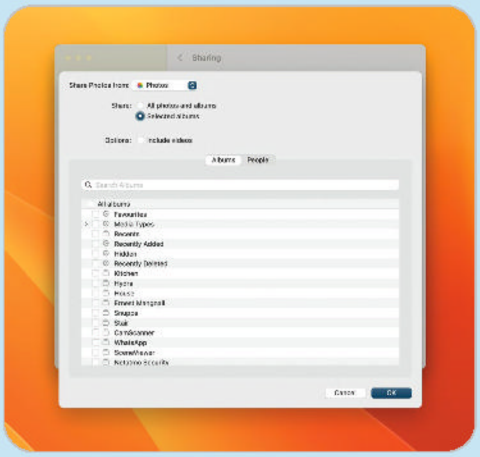
4 Select Apple TV

Next, tick the option, 'Share Photos With Apple TV'. You can now go ahead and click 'Choose'. This will allow you to decide which photos are going to appear on the Apple TV.


Sharing
Share Photos from: Photos
Share:
Options:
Albums
People
Cancel
OK

5 Choose an app

Click the drop-down menu and you're able to choose an image app – Photos is a good choice. You can now choose to share all the photos from that app if you wish.


Sharing
Share Photos from: Photos
Share: ○ All photos and albums
● Selected albums
Options: Include videos
Albums
People
All albums
Favourites
Media Types
Recents
Recently Added
Hidden
Recently Deleted
Kitchen
Cancel
OK

6 Display your albums

If you'd prefer to share images from particular albums, click 'Selected Albums' then tick any to use. After clicking 'OK', double-check Media Sharing is still active.

Genius Bar

Our Apple devices and the software on them are some of the finest products on the planet, but even they have their moments. We're here to give you expert advice and get you back up and running in no time

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Email icreate@futurenet.com

Glossary

The place to come for key terms made easy

Hot Corners
On Mac you can use the corners of the screen as *hot corners*, to quickly start actions when you move the pointer to a corner. For example, you can start the screensaver when you move the pointer to the top-left corner of the screen.

Magnifier
With Magnifier, you can turn your iPhone or iPad into a magnifying glass to zoom in on and detect objects near you. Type "magnifier" into your App Library to find it and be sure to explore the in-app settings to turn on other cool features.

Predictive text
This is an option on your iPhone that automatically changes unrecognised words to suggested alternatives. Go to Settings>General>Keyboard>Predictive to turn it on or off. You will also find the 'Auto-Correction' option here.

macOS Finder

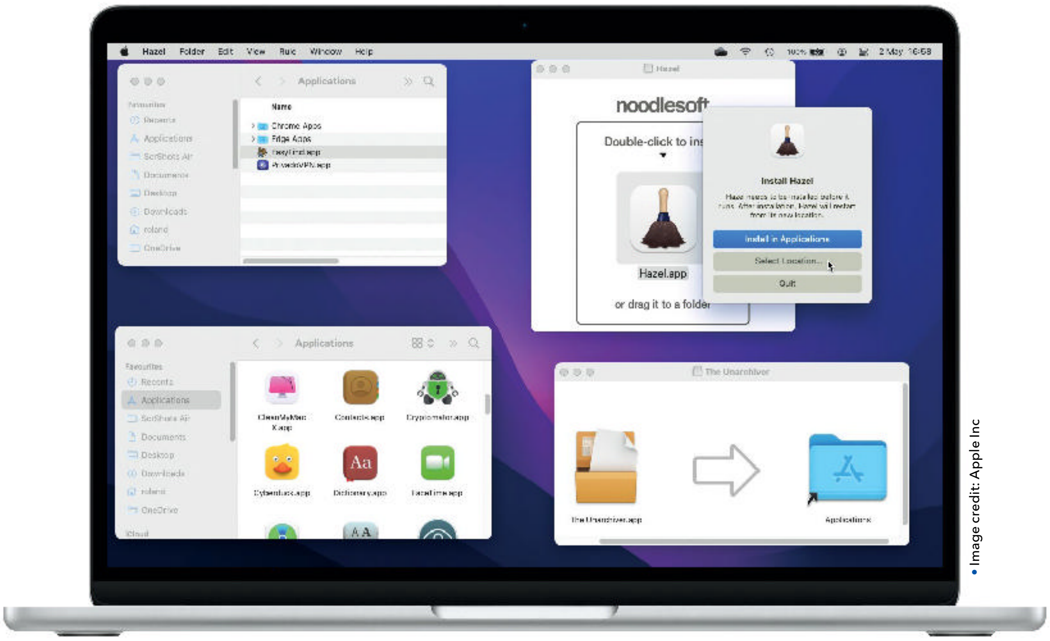
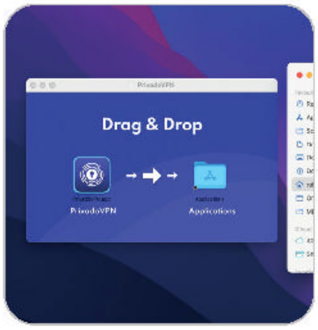
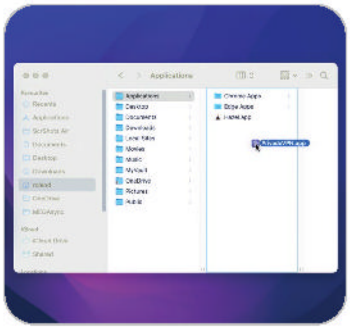
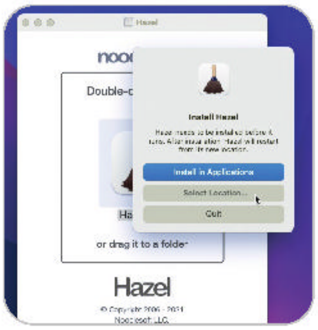

noodlesoft
Double-click to ins
Install Hazel
Install in Applications
Select Location...
Quit
Hazel.app
or drag it to a folder
The Unarchiver
Applications

Image credit: Apple Inc

How can I install an app on my Mac so that only I can use it, not everyone else? Paul Hutchinson


Drag & Drop
PrivadoVPN
Applications



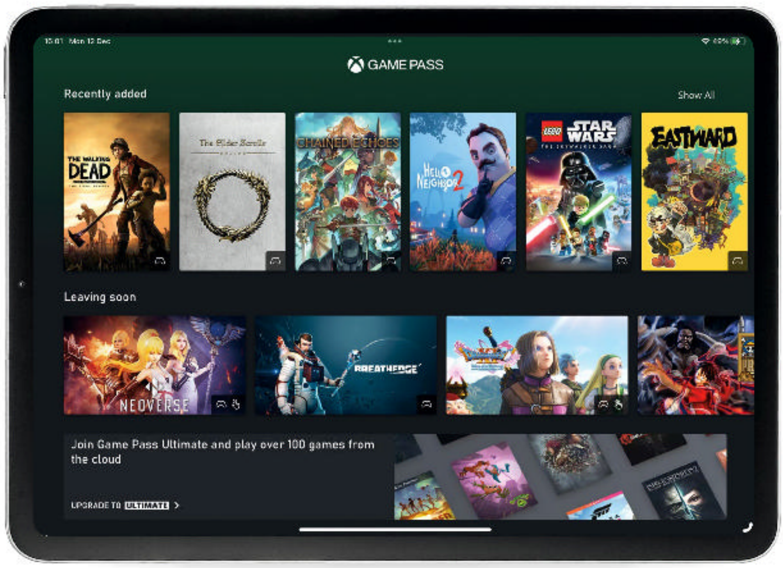

Install Hazel
Install in Applications
Select Location...
Quit
or drag it to a folder
Hazel

1 Go Home If the app that you are installing asks you to drag an icon to the Applications folder, don't! Instead open a Finder window and then click on your Home folder in the sidebar.

2 Single-user install Instead of dragging the app to the system Applications folder, drag it to the Applications folder in your Home folder. Any app placed here can be seen and used only by you.

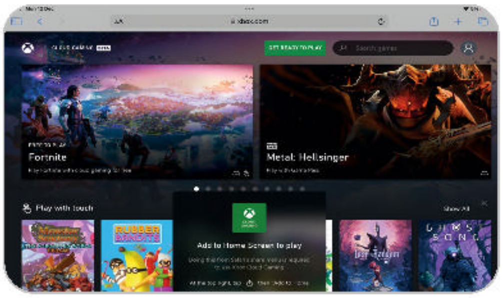
3 Install for you If the installation screen looks like this, instead of clicking 'Install in Applications', click 'Select Location' instead, then navigate to your Home Applications folder.

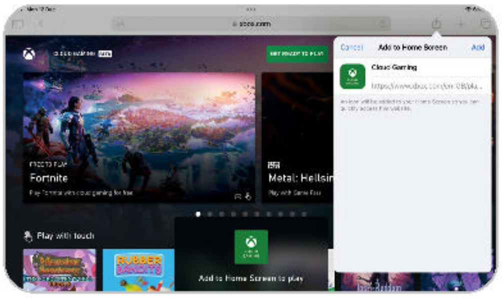
iPadOS Safari



A friend told me that there is a way to play Xbox games on iPad, this would be great as I can't always access the TV! Ali Arshad

You can indeed, but it requires a Game Pass Ultimate subscription, which you'll probably have anyway. You will then need to 'create' the Xbox Cloud Gaming app by launching Safari on your iPad and then going to **xbox.com/play**. Now simply follow these steps…



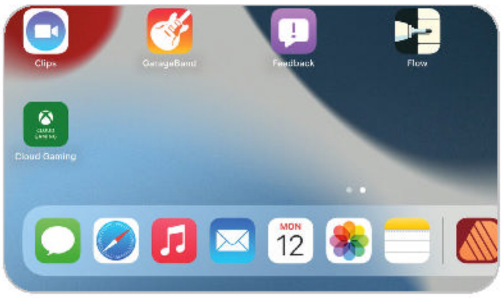


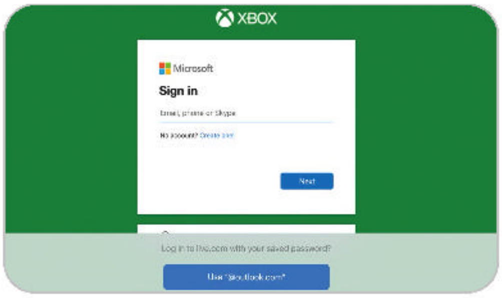
1 Get ready to play

Look at the top of the screen and you'll see a button called 'Get Ready to Play'. Tap it and you'll be instructed to add the website to your Home Screen. Tap the share icon.

2 Add the website

Now scroll down through the options and select 'Add to Home Screen'. The icon will be titled Cloud Gaming, but you can change this to something more recognisable if you want.





3 Tap the new icon

After tapping 'Add', you will automatically exit Safari. An icon will have been placed on your Home Screen – when you tap it, it will launch Cloud Gaming as a full-screen app.

4 Sign in and go!

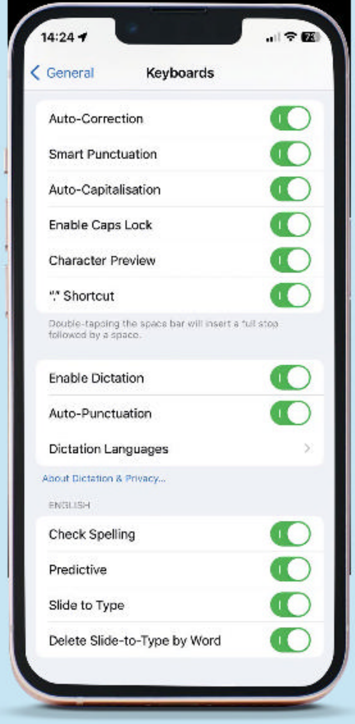
The green 'Get Ready to Play' icon will change to 'Sign In'. Tap and enter the Microsoft account details linked to your Game Pass to process. You're now good to go.

Apple Expert

The one-stop column for Genius advice

I heard that it is possible to train predictive text on my iPhone to learn words that I regularly use. What is the best way to go about this?

If you type a word that is unrecognised then you may see a suggestion underneath. This means that predictive text is turned off. Tap the 'X' to teach it to accept the word as it was typed. If predictive text is on (Settings>General> Keyboard>Predictive), look above the keyboard for one or more suggestions. Tap the spacebar to accept the highlighted suggestion. You can reject a suggestion by pressing the quoted text. Keep typing the word until predictive text learns it and predicts it.



14:24

< General Keyboards

Auto-Correction ●
Smart Punctuation ●
Auto-Capitalisation ●
Enable Caps Lock ●
Character Preview ●
"." Shortcut ●

Double-tapping the space bar will insert a full stop followed by a space.

Enable Dictation ●
Auto-Punctuation ●
Dictation Languages >

About Dictation & Privacy…

ENGLISH

Check Spelling ●
Predictive ●
Slide to Type ●
Delete Slide-to-Type by Word ●

Apple Expert

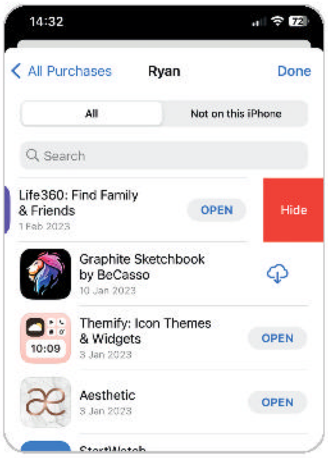
The one-stop column for Genius advice

How can I remove the Siri button from my MacBook Touch Bar? I often brush it accidentally and it is getting rather annoying!

Go to System Settings> Keyboard and then click on 'Touch Bar Settings'. Here, amongst other options you will see the 'Customise Control Strip' option – click on this. Now, if you drag your pointer down off the bottom of your MacBook screen it will land on your Touch Bar, highlight the Siri icon and then click, hold and drag it up to your MacBook screen to remove it from the strip.

iOS Settings

How do I hide purchases on my iPhone? I heard you can remove apps from your purchase history… Luis Bustillos



14:32

All Purchases | Ryan | Done

All | Not on this iPhone

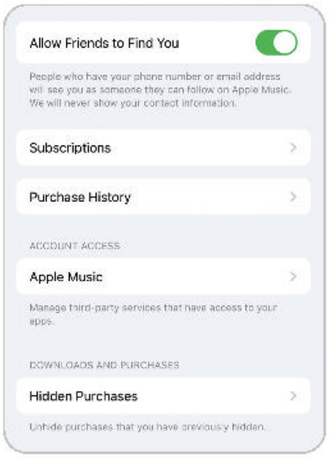
Search

Life360: Find Family & Friends
1 Feb 2023
OPEN
Hide

Graphite Sketchbook by BeCasso
10 Jan 2023

Themify: Icon Themes & Widgets
3 Jan 2023
OPEN

Aesthetic
3 Jan 2023
OPEN



Allow Friends to Find You

People who have your phone number or email address will see you as someone they can follow on Apple Music. We will never show your contact information.

Subscriptions

Purchase History

ACCOUNT ACCESS

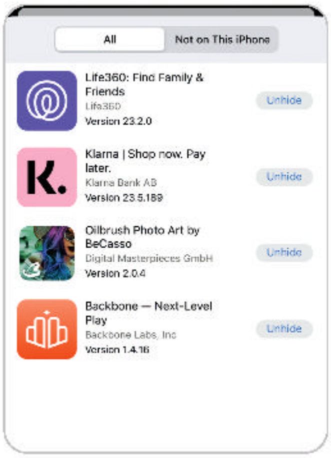
Apple Music

Manage third-party services that have access to your apps.

DOWNLOADS AND PURCHASES

Hidden Purchases

Unhide purchases that you have previously hidden.



All | Not on This iPhone

Life360: Find Family & Friends
Life360
Version 23.2.0
Unhide

Klarna | Shop now. Pay later.
Klarna Bank AB
Version 23.5.189
Unhide

Oilbrush Photo Art by BeCasso
Digital Masterpieces GmbH
Version 2.0.4
Unhide

Backbone — Next-Level Play
Backbone Labs, Inc
Version 1.4.16
Unhide

1 Open App Store

Launch the App Store, tap on your Apple ID avatar in the top-right and then tap on Purchased>My Purchases to list all paid-for and free apps that you have installed. Now swipe left on one and tap 'Hide'.

2 Find the hidden

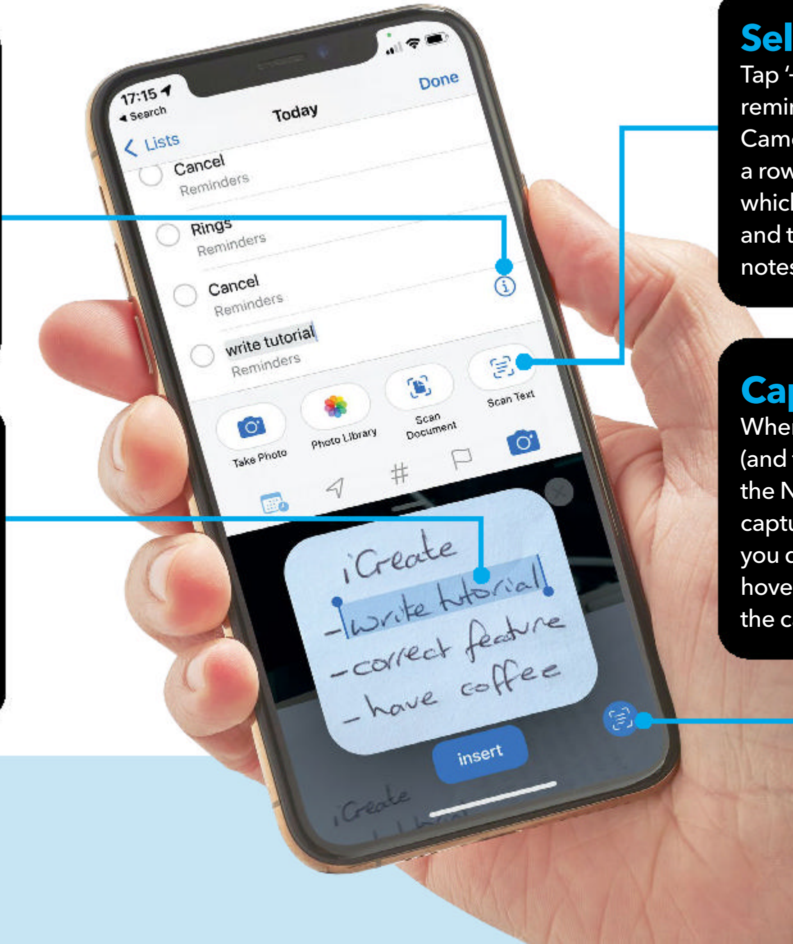
To view your hidden purchases, go to Settings> Apple ID>Media & Purchases> View Account, then scroll down to the 'Hidden Purchases' option and tap on it. Hidden purchases will be listed.

3 Unhide apps

You can make any previously hidden purchase viewable in the App Store again by tapping on the 'Unhide' option next to the respective app. It will then instantly vanish from your hidden list.

iOS Reminders

How can I scan handwritten notes and then turn them into reminders on my iPhone? Karl Stewart



View your scans

Once you have some words in sight of the camera, the text will begin to automatically appear in a new Reminders slot. Tap the 'i' icon to assign specific details to that reminder, such as a date and time.

Insert the words

With the note framed, you can tap on any of the words and highlight the text that you want using the handles. When you are satisfied with the words you want, tap on the 'Insert' option.

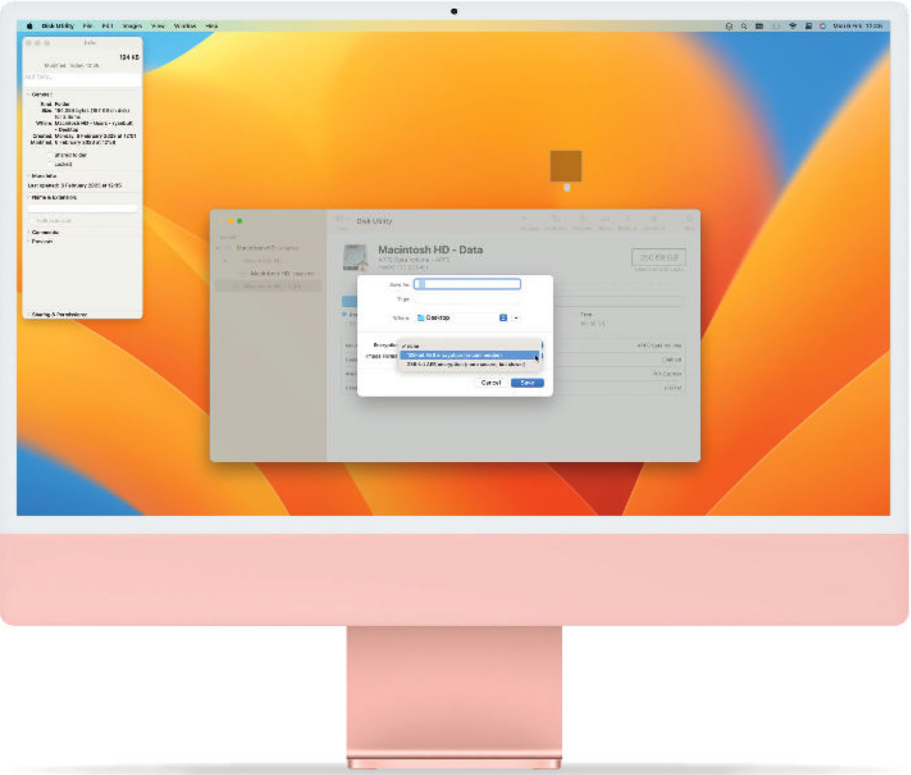
Select the camera

Tap '+' to create a new reminder and then tap the Camera icon. This will reveal a row of icons above, one of which is 'Scan Text' – tap this and then frame your written notes or list.

Capture the text

When you tap this icon (and the same applies to the Notes app), the text is captured. This means that you don't need to keep hovering over the text with the camera to frame it.

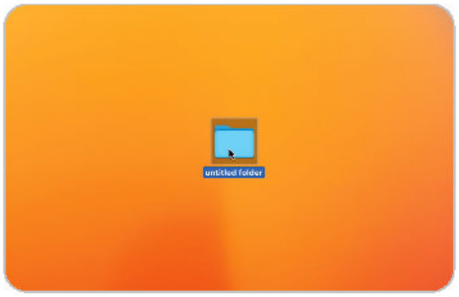
macOS Finder



• Image credit: Apple Inc

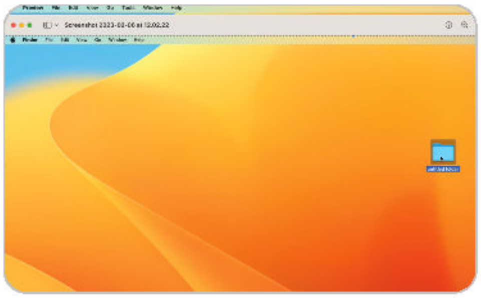
I like to keep a nice, clean Mac desktop and heard that it is possible to make desktop folders invisible, is this true? If so, how is it done? Aaron Manser

We'll outline the process of creating secret desktop folders below, but it is also worth remembering that if you are hiding them from other users, such as family members, then you can also encrypt the folder to make it even more secure. To do this, open Disk Utility and then go to File>New Image>Image from Folder. Navigate to the folder, then click on 'Encryption' and choose a level of 128-bit or 256-bit and click 'Save'. You will then need to create a password that will need to be entered to access the folder.



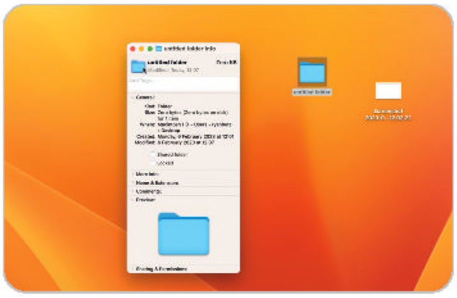
1 Create the folder

While in Finder (click on your desktop), press shift+cmd+N to create a new folder on your desktop and then leave it to one side for the moment…



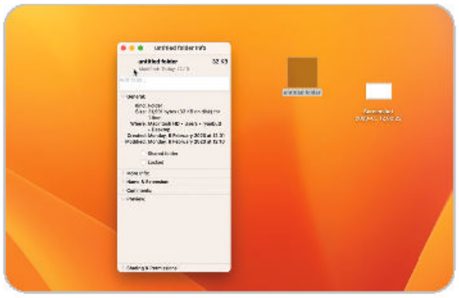
2 Take a screenshot

Now press shift+cmd+3 to take a screenshot of your desktop. Double-click on this to open it in Preview, then press cmd+A to highlight the screenshot and press delete.



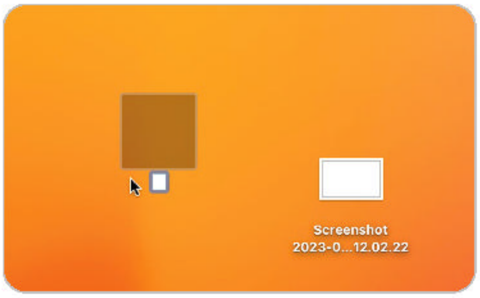
3 Save and copy

You will be left with a blank grey canvas – press cmd+A to highlight it, then press cmd+C to copy it. You can now close and discard the screenshot.



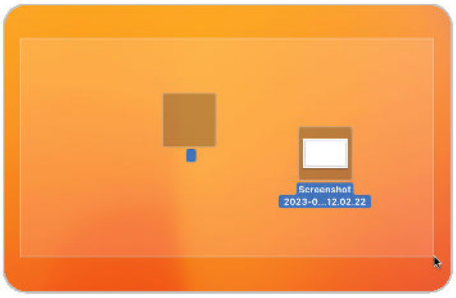
4 Paste the thumbnail

Now highlight the thumbnail of your new folder and press cmd+I. Click on the small thumbnail of the folder at the top of the info panel and then press cmd+V.



5 Rename it

You will have pasted the blank canvas over the folder image, making the folder icon invisible. Now highlight the name of the folder itself and press spacebar three times.



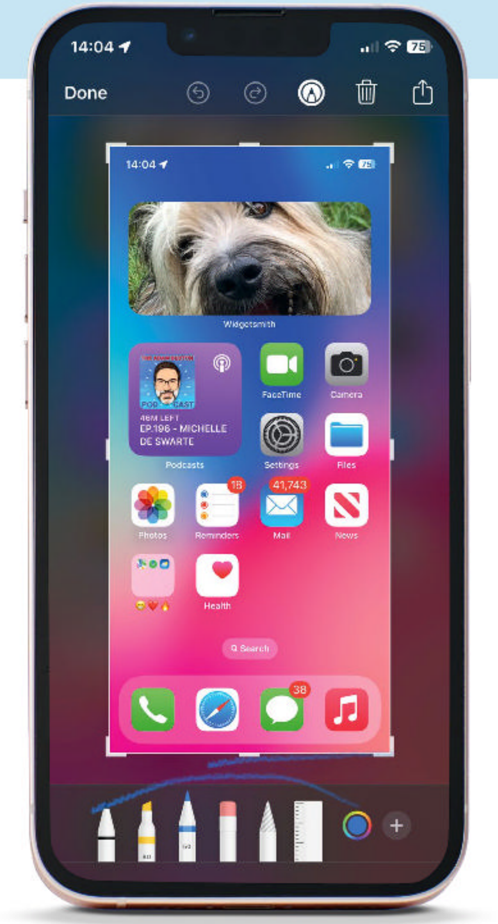
6 An invisible folder

You have now given your folder an invisible name. Click on the desktop and the whole thing will vanish. Click and drag over the area to reveal it!

iOS Magnifier

I heard that there is a way to zoom in on a specific detail when taking screenshots on my iPhone, is this true? If so then it could potentially save me a lot of time in editing them later on! **David Hughes**

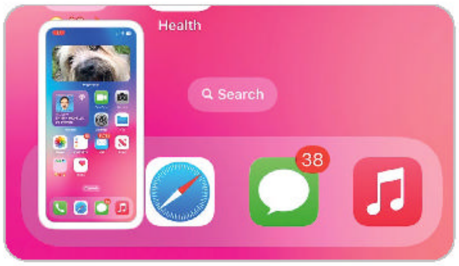
Screenshots are useful if you want to capture your iPhone screen for reference. Sometimes, however, you may wish to draw attention to a specific part of the screen. You could crop the section of the screen you want to focus on or annotate it with arrows, but there is another professional-looking way to highlight a portion of the screen, and it involves using your iPhone's Magnifier, which is there as a standalone app and also integrated into other iOS applications. When using this, you have full freedom over what area of the screen is magnified and by how much.



Knowledge base

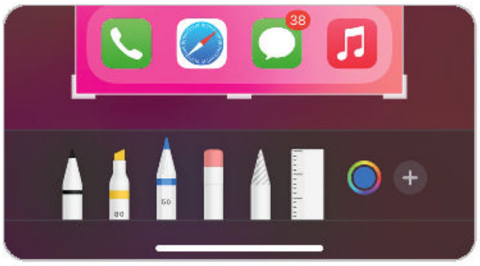
How to take full-page screenshots on iPhone

If you want to take a screenshot of an entire webpage or lengthy document, then take the screenshot as normal, tap on the thumbnail, and then select the 'Full Page' tab at the top. From there, you can use the slider to the right to find a section of the page, and then use the same Magnifier/Opacity options outlined below to fade the background. The page will save as a PDF.



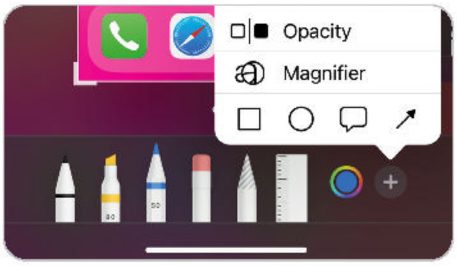
1 Take a screenshot

Take a screenshot by pressing the Side and Volume Up buttons at the same time (on Face ID iPhones), or by pressing Side and Home buttons on Touch ID models.



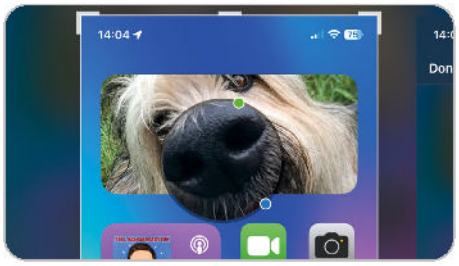
2 Edit the image

Tap the thumbnail screenshot in the bottom left and you'll be able to edit the image. Now, tap on the '+' icon, which you'll see in the bottom-right corner of the screen.



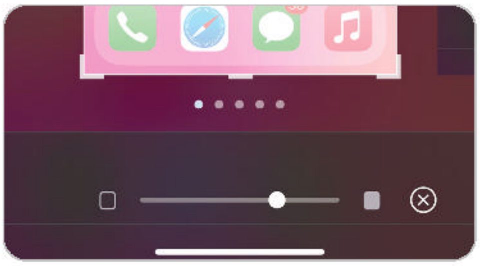
3 Select Magnifier

A menu will appear. Select the 'Magnifier' option and you'll be given a magnifying lens to move around the screen and enhance a section of the image.



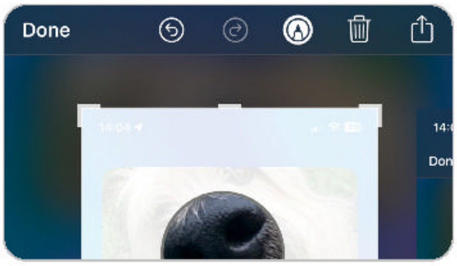
4 Get into position

There are two coloured spots. Slide your finger on the green spot to zoom in and out of the zoomed portion or the blue spot to change the size of the lens.



5 Now focus!

Tap the '+' icon in the bottom-right corner again, but this time select 'Opacity'. A slider will appear at the bottom of the screen: move it to the right to cover the background.



6 Save the shot

When you're happy with how it looks (moving the slider won't affect the section), tap 'Done' and you can choose to save the image to Photos or Files (or delete it).

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10 BEST WATCH SECRETS
Hidden functions you have to know!
SET UP FAMILY SHARING
Connect your household in one Apple eco-system
MAKE AIRDROP MORE SECURE
NEW HOMEPOD & MAC MINI REVEALED
CREATE A MAC LOGIN SOUND
CREATE VENTURA APP SHORTCUTS
Access key Mac features more quickly
ENHANCE YOUR VOICE MEMOS
How to record anything on your iPhone

“The ultimate creative companion for all Mac, iPad and iPhone users”

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MAKE YOUR iPHONE PERFECT!
MASTER FREEFORM NOW!
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Apple MacBook Pro 16-inch (2023)

£2,699/$2,499

Key features
Apple M2 Pro (12-core) • Integrated 19-core GPU • 16GB RAM • 512GB SSD

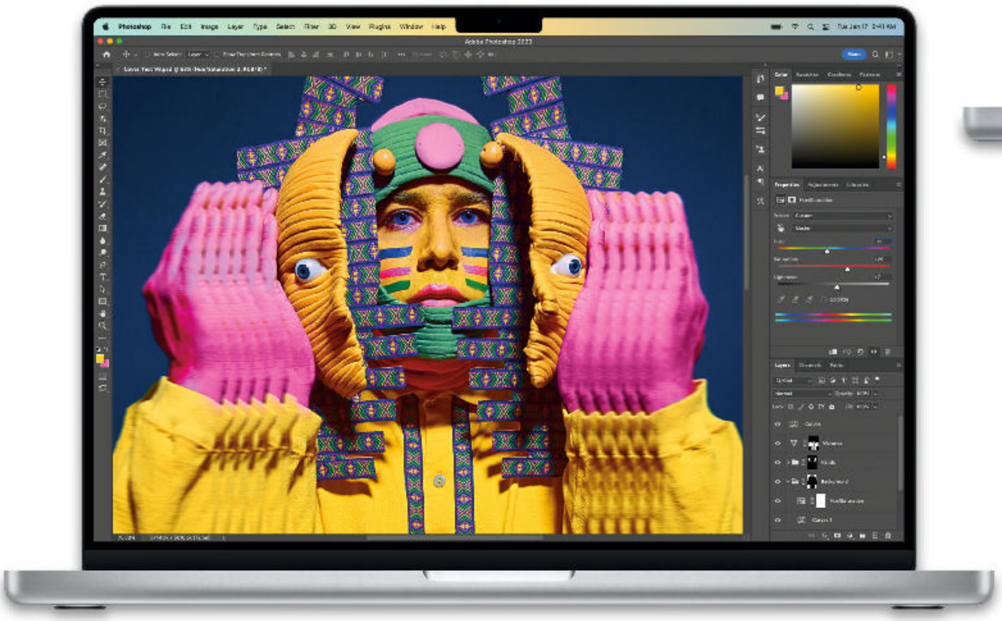
Learn more
apple.com/macbook-pro

Available from
apple.com

THE MACBOOK PRO 16-INCH (2023) IS BOTH SURPRISING AND EXPECTED. Apple took us all by surprise by announcing it, along with the MacBook Pro 14-inch (2023) and Mac mini (2023), via a couple of press releases at the tail end of January. A glitzy, Tim Cook-led launch at the Apple HQ this was not.

On the outside, it's essentially exactly the same as the previous model, with a

> **"The new model has been fitted with the new M2 Pro chip, or the more powerful – and expensive – M2 Max"**



Images credit: Apple Inc

Available in 16 and 14-inch models, the new MacBook delivers more power, connectivity and battery

> **"In benchmark tests, the M2 Pro clearly out-performed the M1 Pro, but not by a big enough margin to upgrade"**

16.2-inch screen, a chunky body with a great selection of ports (including a full-size HDMI port, which now supports up to 8K at 60Hz, plus a memory card slot) and 1080p FaceTime webcam. It also has the same 16.2-inch Liquid Retina XDR display, with mini-LED tech and 120Hz ProMotion adaptive refresh rates for smooth and responsive scrolling and motion. But why tinker? This remains the best display you can get on a laptop.

It's turbo time!

On the inside, the new model has been outfitted with the brand-new M2 Pro chip or the more powerful – and expensive – M2 Max; two new chips from an increasingly confident Apple that again demonstrates that the company's (sometimes maligned) complete control over its hardware and software has paid dividends, resulting in devices that deliver powerful and efficient performance, with the software optimised to get the very best out of the Mac hardware.

During our time reviewing the Apple MacBook Pro 16-inch (2023), we threw all manner of tasks at it, and it didn't skip a beat – even when on battery life, which caused only a tiny hit to synthetic benchmark results, but no noticeable drop in performance. And, with over 20 hours of battery life, this is a laptop you'll rarely need to plug in throughout the day. The only issue we had regarding the performance of the MacBook Pro 16-inch (2023) is that the M2 Pro does such a good job that it's hard to see what the M2 Max can improve on, apart from perhaps higher benchmark numbers.

High benchmark

If you need some serious GPU power, then sure, the M2 Max may be worth it, but for most people the M2 Pro will be more than enough. Truth be told, the M1 Pro and M1 Max are still excellent performers as well, and in our benchmark tests the M2 Pro clearly outperformed the M1 Pro, but not by enough of a margin that would make upgrading from the previous model to the new one worthwhile. It's quite telling that in its press releases about the new MacBooks, Apple mainly compared their performance to that of the older Intel-based MacBook Pro 16-inch from 2019. If you have the budget and need the power, then Apple has come up with another winner.

Verdict

While the 2023 model isn't the game-changing revelation that the 2021 model was, it remains an incredibly powerful workstation laptop with an industry-leading screen and battery.

★★★★½

CARNIVOROUS
FLORA

MacBook Pro features three Thunderbolt 4 ports, MagSafe 3 charging and a headphone jack

It also includes an SDXC card slot and an HDMI port, which connects to 8K displays…

The M2 Pro and M2 Max chips transform pro workflows to push creativity even further

HELLO
groov-e

Groov-e Soundbar 160

£79.99/$79.99

Key features
Bluetooth 5.0 • 90W RMS & 160W peak power

Learn more
groov-e.co.uk

Available from
amazon.co.uk

PERFECT FOR STUDENT DIGS AND PLACES WHERE YOU'D NEVER TAKE A HIGH-END SOUNDBAR, Groov-e has just released a line of affordable soundbars for all budgets and requirements. Chief among them is the Soundbar 160, a 160W, all-in-one Bluetooth soundbar with built-in subwoofer.

You're barred

Fresh out of the box, there is nothing apparently cheap about the design and build of the 160, save for the power supply and remote. The bar itself feels sturdy and well made, with connections on the back for Optical (a cable is supplied), USB and aux (3.5mm), and a welcoming LED display behind the tight black plastic mesh on the front. It uses Bluetooth 5.0 for wireless connection, which you have to initiate from the supplied remote.

A menacing cage on the underside of the soundbar implies that the bass is a bit of a beast waiting to get out, but unfortunately this was one of the most underwhelming aspects of this speaker. It's most definitely there, you just never really 'feel' it. And although the documentation hyped 'Super Bass', we weren't sure if this was a boast or there was a hidden bass-boosting function somewhere that we weren't privy to.

The medium-high frequency drivers sound a little tinny, but they find their range and fare slightly better at higher decibel levels. Overall, we'd say you get slightly more than you pay for here.

Verdict

Our first impressions weren't spectacular, but over a short space of time the 160 'warms up' to the audio and starts to sound better. It offers decent value and plenty of connectivity.

★★★½☆

> "A menacing cage on the underside implies that the bass is a bit of a beast waiting to get out"

A cut-away panel on the back houses connection ports for Optical, USB and aux, with a raised-button control strip sitting just above

An LED display on the front of the speaker conveys modes, connections and, as pictured, kind greetings when you power on the soundbar…

• Images credit: groov-e

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Accessories

• Image credit: Creative Technology Ltd

Creative Zen Air Wireless Earbuds

£54.99/$44.99

creative.com/ZenAir

These affordable AirPod alternatives list an impressive array of features considering the low price. Bluetooth 5.0, Active Noise Cancellation and Ambient modes, six hours of playtime (18 hours total with a fully charged case), four built-in mics for clear voice pick-up on calls, and an IPX4 rating for water and sweat resistance – all good credentials for those looking for a pair of everyday buds. The 10mm Neodymium drivers also deliver the satisfying audio uppercut that you crave from a set of wireless earbuds.

★★★★☆

ESR Cyber Armor AirPods Pro Case

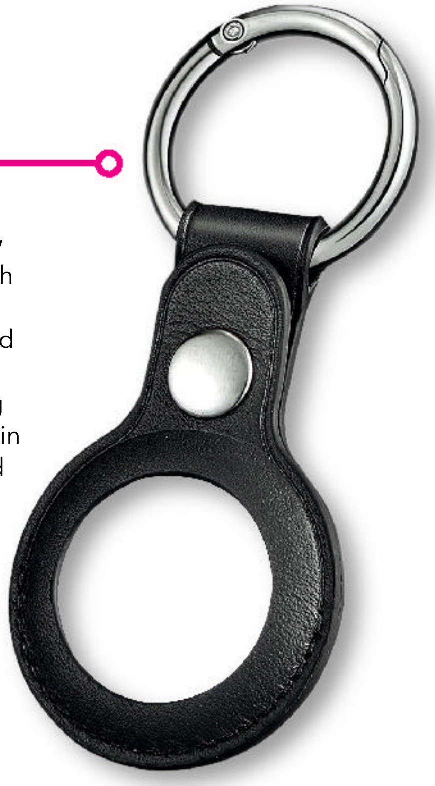
£17.99/$19.99

amazon.co.uk

Compatible with AirPods Pro (2nd gen, 2022) and AirPods Pro (1st gen, 2019), this rugged, protective case is constructed out of shock-absorbing polymer with Air-Guard corners to brush off the worst drops and impacts. The locking lid comprises of four strong magnets to ensure you never have to worry about it popping open, and it also supports MagSafe wireless charging, with a cut-out strategically placed so that you can always see the current charge.

★★★★☆

• Image credit: Electronic Silk Road (Shenzhen) Tech Co, Ltd



• Image credit: Electronic Silk Road (Shenzhen) Tech Co, Ltd

ESR Tag Keychain Leather Case

£11.99/$9.99

amazon.co.uk

If you bought an AirTag at launch, then the battery probably needs changing. Do it now and then celebrate by popping it into this lush leather case and keychain combo. It has a stylish look and premium feel and is quick and easy to attach to keys, luggage etc, with no nail-straining parting of metal and threading required. An open-sided design helps maintain a strong connection between the AirTag and your other Apple devices.

★★★½☆

• Image credit: Mujjo

Mujjo Full Leather MagSafe Wallet Case

£59/$59

mujjo.com

Available for iPhone 14 models, Mujjo has upgraded its signature, best-selling wallet case to now include MagSafe. Created from vegetable-tanned Ecco leather that ages beautifully, the case features machined metal buttons for extra clickiness and responsiveness, a raised rear camera 'bump', and a silky, microfibre interior. A pocket on the back is designed to hold up to three cards and it works with wireless charging. A premium product for premium tech.

★★★★½

• Image credit: Standard Technical Merchandise Pty, Ltd

STM Goods ChargeTree Go 3-in-1 Charger

£99.95/$119.95

amazon.co.uk

Charging up your iPhone, Apple Watch and AirPods independently can be a cable catastrophe, but the perfect solution comes in the form of the ChargeTree Go, which does them all at once on one collapsable night stand (which will also charge when flat). The design is genius; the main iPhone slanted panel snaps up into position, revealing a smaller panel behind for your AirPods, and then you can press in on a small side panel to extend a charge arm for your Apple Watch.

★★★★½

> "The app's advanced facial recognition makes it easy to assign names to faces"

Price
£84.99/$99.99

Requirements
- Apple M1 or Intel processor
- 4GB RAM (8 recommended)

Learn more
acdsee.com/en/products/photo-studio-mac

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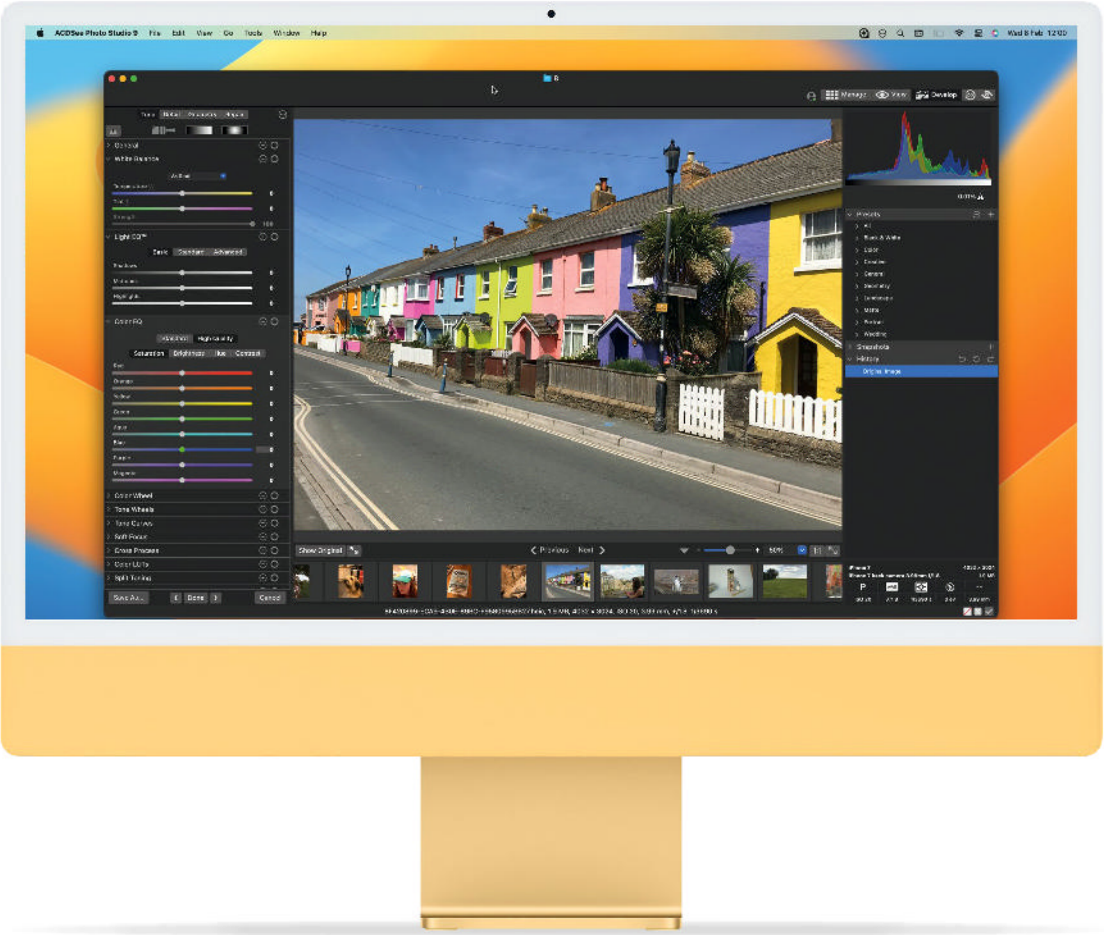


• Image credits: ACD Systems International Inc

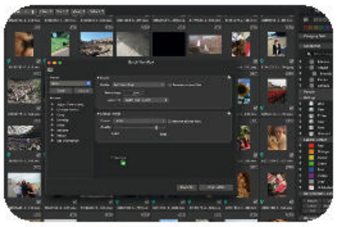
ACDSee Photo Studio 9

The powerful new photo editing and organising tool

ACDSEE HAS RECOGNISED THAT ORGANISATION is just as important as an extensive toolset with photo editing. And Photo Studio 9 sports an impressively detailed interface that is broken down into four main sections for this purpose. The Folders pane lets you effortlessly navigate your digital assets, no matter where they are stored across your hardware, and the File List pane – the main window – displays the contents of your chosen folder. Just ctrl+click on an image and you can map, sort, rate, tag, categorise and add colour labels to your photos. To the right sits the Organise & Properties pane, where you can assign and browse keywords, categories, labels and people (as well as view and edit the EXIF and IPTC metadata), and in the lower-left is the Info Palette & Histogram, where you can view important metadata and see the data values represented visually.

The app is soaked in clever features, such as the way you can drag metadata info from the Properties pane into the search field to instantly find all images with that metadata, and the facility to create custom batch workflows by dragging and dropping actions into a window. The app's advanced facial recognition also makes it easy to assign names to faces and the non-destructive RAW photo editing facilities are also impressive.

Upper management
The interface makes it easy to organise and manage your photos



Grand batch auto
You can create batch workflows by dragging and dropping actions

Attested development
The range of editing tools available in Develop mode are extensive…

Verdict

A fully stocked, impeccably designed workspace for editing images, creating batch workflows, and keeping everything meticulously organised.

★★★★½

iOS game

Illustrated

Price	Requirements	Learn more	Available from
Arcade subscription	iOS 13.5 or later • 866MB	borderleap.com	iOS App Store

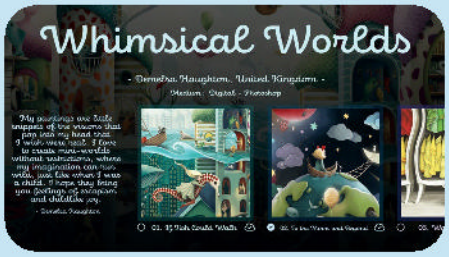
NOT THE GAMING THRILL-A-THON THAT YOU SUBSCRIBE TO APPLE ARCADE FOR, PERHAPS, but Illustrated is an altogether different proposition that will appeal more to non-gamers who just need something to do with their hands in order to wean themselves off of social media. It's a jigsaw puzzle game in which you have to drag pieces into position from the edge of the screen to complete a picture.

These pictures are from artists all around the world, and each begins with an illustration of an early concept sketch, paired with the concealed words of the artist's story behind the work. You then have to piece it all together.

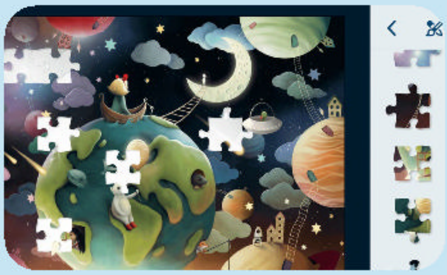
Verdict

Relaxing to play, Illustrated is also a great way to discover art, artists, and what inspired their work.

★★★★☆



The gallery of puzzles is staggering, and regularly added to…



Drag and drop the pieces onto the canvas to build the picture

• Image credits: Borderleap, LLC

macOS app

Kahoot! Play & Create Quizzes

Price	Requirements	Learn more	Available from
Free	macOS 10.15 or later	kahoot.com	Mac App Store

IF YOU LOVE A QUIZ, THEN KAHOOT IS THE TRIVIA METAVERSE, a domain from where any topic can be tested on, while learning a few new things along the way.

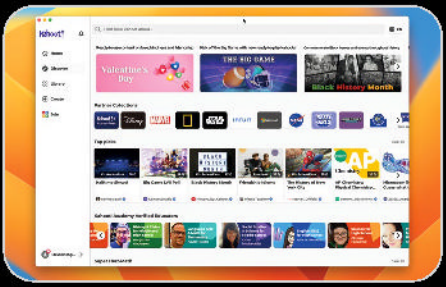
Anyone can contribute to Kahoot, and it is a great resource for teachers, students, work colleagues or just anyone looking to test themselves. As the content is created by users, many of the quizzes need to be purchased in-app, but there is plenty of free stuff on there covering a variety of topics.

The quizzes themselves can be played against other people online or by yourself, and the service mixes education with 'gameshow' very well, with a rapidly depleting time bar applying urgency to your answering. Great fun for everyone.

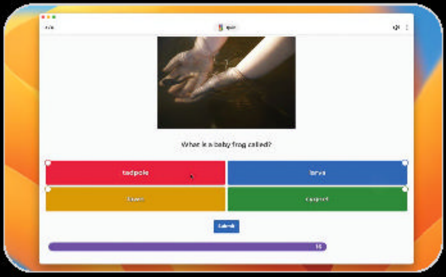
Verdict

An enjoyable way to connect and compete with people, and a fantastic learning tool for students.

★★★★★



Think of a topic, any topic, and you'll probably find a quiz here…



The quizzes are pure gameshow, complete with depleting timer

• Image credits: Kahoot!

Podcast

THE LAST OF US PODCAST

HBO's The Last of Us Podcast

HBO

If you have become gripped by HBO's TV take on the popular videogame then this companion cast is for you. Each week's episode is dissected by host Troy Baker and the series' showrunners.

• Image credit: HBO Max

Music

Indigo

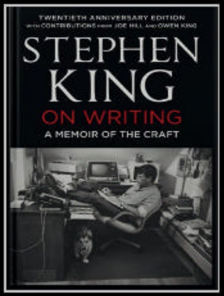
Mayshe-Mayshe

£7.99/$7.99

Yorkshire-based Mayshe-Mayshe is the solo project of Alice Rowan, who takes us on an ethereal electro journey with *Indigo* – an album of snappy synth-pop sonics to cleanse your soul.

• Image credit: Mayshe-Mayshe

Books



On Writing

Stephen King

£5.99/$5.99

Part memoir, part masterclass, this offers a revealing and practical view of the great writer's craft.

• Image credit: Hodder & Stoughton

Time Machine

Macintosh
IIvx

Macintosh IIvx

Release date: October 1992

- **CPU:** 32 MHz Motorola MC68030 • **Memory:** 4MB onboard RAM plus four slots for 30-pin SIMM RAM (68MB maximum) • **Storage:** 40-400MB • **Video:** Two sockets of 512KB – 1MB VRAM (maximum resolution 8-bit 640x480) • **Connectivity:** 1.4MB SuperDrive (floppy drive), optional 2x CD-ROM optical drive
- Original price: £1,999/$2,950 • Price now: £105/$120

The Macintosh IIvx deserves its little footnote in Apple history for being the first Macintosh computer to come in a metal case and the first to house an internal double-speed CD-ROM drive, which was an optional alternative to the standard floppy drive. However, Apple's haste to incorporate a CD-ROM into a Mac led to several design issues, most notably how its 32 MHz Motorola 68030 processor was strangled by a 16 MHz bus, making it slightly slower than the Macintosh IIvi that preceded it, and how its serial port was limited to 57.6 kbit/s, which caused problems with serial connections and MIDI hardware. Nobody could accuse Apple of not addressing these issues swiftly though because just four months after release, the Macintosh IIvx was replaced by the much more powerful Centris 610 for the same price. As a result, people who subsequently bought an expensive Mac which quickly became obsolete were said to be "IIvx'ed".

Next issue…

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IF I HAD SOMEWHERE TO LIVE...

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Abi's life changed when she was given a room at Centrepoint. A safe place to sleep and recover. A place to develop the skills and confidence she needed to rebuild her life – and leave homelessness behind for good. Now, Abi believes she can go anywhere.

Thousands of homeless young people like Abi are desperately trying to find their place in the world – but first they need a place to start again. **You could help right now by sponsoring a room at Centrepoint for just 40p a day.**

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Signature(s) ______ Date ______

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Your donation will go towards funding Centrepoint's vital work with young people all year round providing accommodation and support. We sometimes use models and change the names of the young people we work with to protect their identity; however all stories are true and as told by the young person.

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